

## **STATEMENT OF WORK**

### **1. General**

The Army National Guard (ARNG) has a requirement to provide air traffic control, ground traffic control and air traffic control maintenance at 7 ARNG Airfields (AAF) with a possible option of one more airfield for a total of 8 airfields. Air Traffic Controllers will be provided to those AAF as their current controller contracts expires. (See Paragraph 9 below for specific start dates for each AAF.) Additionally, the ARNG will require management support for the subject airfields. The contractor will provide the air traffic and ground traffic services at each location with a minimum of one (1) site supervisor and two (2) air traffic/ground traffic controller for not more than 1920 hours per person per year IAW Paragraphs 9 and 10 of this PWS. The Contractor shall provide all personnel, equipment, tools, materials, supervision and other items and services necessary (except as identified in the section identifying Government-Furnished Property and Services) to perform various amounts of Air Traffic Control Operations, Training, On-Call Maintenance Services from a remote location and Management and Administrative services. The contractor will also provide Air Traffic Control (ATC) adequate equipment maintenance personnel and supervision to ensure appropriate maintenance is performed and equipment operational readiness rates (ORR) are maintained at all sites. Required number of personnel to meet the maintenance objectives is at the discretion of the contractor. Fulltime maintenance is not deemed necessary at all locations while other locations will support fulltime maintenance support. Maintenance personnel will be limited to not more than 40 hours per work week. The contractor will also provide not more than one (1) person to manage all contract personnel, provide administrative support, provide Quality Assurance, and be a liaison between ARNG-AV, supported sites, and the contract company.

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The one (1) management position will require 1920 hours of work from the ARNG Readiness center, Arlington Hall Station, Arlington, VA. The Contractor shall ensure all work meets United States Army, Federal Aviation Administration, Army National Guard and local regulations and requirements at all times. Facilities with Air Traffic Control and Landing Systems (ATCALS) equipment maintenance services may be added to or deleted from this contract after proper notification is completed.

All requirements and provision in the PWS will comply with applicable regulations and publications. Specifically for Air Traffic Controllers and Maintenance, compliance with AR 95-2 and TC 3-04.81 Part One is required. For disparity between this PWS and applicable publication, the most restrictive approach is required. Clarification of requirements will be submitted to the COR through the COTR.

### **2. APPLICABILITY**

This PWS applies to the efforts required by the Army National Guard for Air Traffic Services collective/sustainment training assistance and airfield improvement program.

### 3. CONTRACT PERIOD

This is a five year contract that will be funded annually based upon the availability of funds. The initial period of performance shall be one year from date of award. Estimated periods of performance are as follows:

Initial:	01 MAR 2012 – 28 FEB 2013
Option Year 1:	01 MAR 2013 – 28 FEB 2014
Option Year 2:	01 MAR 2014 – 28 FEB 2015
Option Year 3:	01 MAR 2015 – 28 FEB 2016
Option Year 4:	01 MAR 2016 – 28 FEB 2017

Dates may be reasonably adjusted to accommodate contract award date; however, each period of performance shall be one year total.

### 4. PLACE OF PERFORMANCE

One (1) Contract Manager and Administrator position (Ref para 8.4) will be located at Arlington Hall, Army National Guard Readiness Center, 111 South George Mason Drive, Arlington, VA 22204, and, by exception, telecommutes at an alternate location. This position is required to perform duties at Arlington Hall 25% of their work time.

The following airfields are where ATC and maintenance services are to be provided with one option site:

Bryant AAF, FT Richardson, AK	Himsel AAF, Camp Atterbury, IN
Camp Guernsey AAF, Guernsey, WY	Miller AAF, Camp Ripley, MN
Camp Grayling AAF, Grayling, MI	Muir AAF, FT Indiantown Gap, PA
Hammond Regional, Hammond, LA (option)	Perkinson AAF (Blackstone), FT Pickett, VA

The ARNG may require ATC support at up to fifteen (15) additional ARNG ATS unit locations, training sites, and 23 ARNG Airfields and Heliports. The contractor will receive the additional location requirements from the ARNG in a new statement of work.

The ARNG may reduce or eliminate the requirement at any airfield per their discretion by giving the contractor a 30 day initial notification.

## **5. CONTRACT MANAGEMENT**

This task order shall be addressed monthly in the Contractor's Progress, Status and Management Report required by DI-MGMT-80227.

## **6. INSPECTION AND ACCEPTANCE/FOB**

Inspection and acceptance shall be at destination. FOB shall not be applicable.

## **7. SECURITY**

*7.1 Clearance:* Each employee shall have and maintain, as a minimum, a SECRET security clearance during their term of employment. Security requirements for this task will be defined in the DD Form 254.

*7.2 Key Control:* Each Site Supervisor/Lead Technician shall be responsible for Safeguarding all Government facilities, as well as property, equipment, and automation for their assigned locations. The Contractor shall sign for and be responsible for each contract location, operation, and equipment. The Contractor shall establish a key control program to ensure proper safeguarding of all keys used at all sites under Contractor control. Master keys shall only be provided to the COTR and appropriate installation Directorate of Public Works (DPW), Security, Fire Department, and airfield management personnel. Lock-specific keys may be issued as needed. Each Contractor Site Supervisor/Lead Technician shall keep a file listing all keys issued and to whom. Lost or stolen keys need to be reported to the Contractor Site Supervisor/Lead Technician immediately. The Contractor Site Supervisor/Lead Technician shall report the missing keys to the owning agency of the affected building. The Contractor Site Supervisor/Lead Technician is responsible to update key inventory based on changes to personnel. The Contractor shall be responsible for all re-keying costs should re-keying be required due to lost or stolen keys and/or deemed necessary by the Site Supervisor/Lead Technician. The Site Supervisor/Lead Technician can work with installation DPW or the airfield management to have the locks replaced. All material and parts costs associated with this effort shall be the responsibility of the Contractor. Re-keying costs shall be the responsibility of the requiring agency should the owner of a site occupied/used by the Contractor decide to re-key.

*7.3 Lock Combinations:* The Site Supervisors/Lead Technicians shall exercise the same level of control and safeguarding used with combination and cipher locks.

## **8. REQUIREMENTS**

**8.1 Site Supervisor:** Each specific ATC site shall have a Site Supervisor. Each Site Supervisor shall

- designate an alternate who can act on behalf of the Site Supervisor during the manager's absence.
- complete a Contractor provided Site Supervisor training program within 60 days of the start of the contract or date of hire as a Site Supervisor or designated as an alternate.
- possess a CTO certification for the site managed.
- maintain control tower proficiency as defined for Facility Chiefs in TC 3-04.81 Chapter 1.

The site supervisor will be responsible for all contractor personnel in support of this effort at specific sites under this contract. This includes the contractors ATC maintenance personnel both assigned to the site and temporary support. The Site Supervisor's duty day is eight (8) hours in length not including a lunch period. Unless otherwise required to support the local ATC requirements the Site Supervisor core hours shall be 0900 to 1600 local time.

The Site Supervisor will act as the Controller in Charge when on site. In the absence of the Site Supervisor another controller must assume the responsibilities of the Controller in Charge. Controller in Charge is IAW the TC 3.04-81.

The Site Supervisor shall prepare (as required) and coordinate Letters of Agreement (LOA), Memorandums of Agreement (MOA), Memorandum of Understanding (MOU) and support agreements applicable to ATC operations, Weather Observation Services and ATC and communication equipment maintenance with military and civil airport management, to be signed by the Government. Draft copies shall be forwarded to the COR for review prior to implementation. Current documents shall be honored.

**8.2 Air Traffic and Ground Traffic Controller:** Each controller's primary responsibility is for those tasks, jobs, and requirements of a position controller IAW with all applicable Army publications, regulations, local policies, and FAA regulations. A controller may be designated as the Controller in Charge in the absence of the site supervisor.

**8.2.1 Air Traffic and Ground Control Requirements:** This section will describe the specific requirements as they pertain to fulfilling air traffic and ground control requirements. Herein, unless otherwise delineated, any statement of air traffic control (ATC) is synonymous with ground control.

**8.2.1.1 Qualification:** The site supervisor and other air traffic controllers will hold a qualifying FAA Control Tower Operators Certificate. Each air traffic controller shall have at least three years air traffic control tower experience and obtain an Air Traffic Control Specialist (ATCS) certificate for appropriate facility. Each operator will, within 60 days of starting the contract, gain facility specific CTO qualification IAW applicable FAA regulations. It is the contractor's responsibility to ensure that minimum qualifications are maintained. In the event qualifications cannot be maintained it is contractor's responsibility to reestablish qualification requirements within 60 days. The site COTR

will be notified when any change in qualification status. Any change in personnel due to qualification deficiencies will be forward to the COR through the COTR. Qualification status of each person will be maintained in each MCR.

*8.2.1.2. Medical Requirements/Restrictions:* Each Site Supervisor and controller must meet the medical qualification requirements specified in TC 3-04.81 Chapter 1, AR 40-501 and the Aeromedical Technical Bulletin (ATB) titled "Department of the Army Civilian (DAC) and Civilian Contract Air Traffic Control (ATC) Medical Examination Qualification Standards" for DA civilians, terminal positions, for the conduct of the air traffic controller medical examination (ATCME). The ATCME may be completed by a flight surgeon or aeromedical physician's assistant (APA) from any branch of the service and shall be completed annually for all contract controllers and funded by the Contractor. FAA physicals shall not be accepted as certification of medical fitness. A DA Form 4186 (Medical Recommendation for Flying Duty) (referred to as an "Up Slip") signed by a flight surgeon of any military service must be completed as part of the ATCME and serves as a recommendation to the local airfield manager/Site Supervisor of the individual's medical fitness for execution of ATC duties. The local COTR is the designated signatory as the commander on the DA Form 4186. If an airfield manger or Site Supervisor determines a controller's physical or mental health is questionable, (s)he will relieve the controller of ATC duties. The supervisor will refer the controller to a flight surgeon/medical examiner for an evaluation and a ruling. If a controller is receiving a substance or medical procedure that is likely to provoke an adverse systemic reaction, the controller will be restricted from ATC duties. The controller will not perform ATC duties until declared fit IAW AR 40-501. AR 40-8 addresses the factors to consider and the appropriate medial restrictions to ATC duty. Controllers must receive an updated DA Form 4186 from a military flight surgeon before returning to ATC duties after a grounding event. The contract controller and maintenance personnel are subject to post aviation incident/accident blood test and urinalysis per the direction of the investigating officer, installations commander, airfield commander, COTR, local safety officer.

*8.2.1.3. Air Traffic Control and Weather Observer Training:* The Contractor shall: develop and utilize site-specific facility training guides for tower controllers; provide NWS training and training guides for weather observer certifications (where applicable); provide a Site Supervisor/alternate training program as identified in 4.1.2 above. Site Supervisor shall develop an annual training plan that outlines airfield and air traffic specific requirements. The annual training plan shall be tailored to airfield procedures and consider seasonal activity training. Site Supervisors shall develop quarterly proficiency training documents and administer annual written proficiency tests for each controller/weather observer.

**8.3 Site Trainer:** One of the controllers will be designated as the local ATC trainer. This person is responsible for all training requirement IAW applicable regulations, publication and this PWS. Training records management for contract controllers will be

IAW contractor policy. The site trainer will also be responsible for supporting the Military CTO Training Program as defined in this PWS.

**8.4 Contract Manager and Administrator:** The contractor shall provide one person who will report to the government. This manager is responsible to manage all sites, perform appropriate administrative action, and support the government's quality assurances plan by evaluating sites compliance.

**Qualification:** This Contract Manager will have a minimum of seven (7) years experience in management like contracts. The Contract Manager will be a holder of, at a minimum, an FAA Control Tower Operator's (CTO) certificate. In lieu of holding a CTO, the Contract Manager will have at least 5 years of ATC related experience within the preceding 7 years. The Contract Manager will have at least 3 years supporting military contracts with a preference toward Army contracts.

**Travel:** The Contract Manager is expected to travel to each site at least once annually. Additionally, the Contract Manager may be required to attend at least five (5) conferences of 5 days each, each contract year. Travel will be pre-approved by the COR. The contractor shall use current JTR for lodging and per diem limits. The contractor shall travel at the most cost effective means available.

**Communications and Interaction:** Communication with the Contract Manager will be via telephone and email. Official email communication will be via AKO email address. The contractor is responsible for providing adequate automation equipment, network access, and telephone requirements at no cost to the government.

## **9. SITE SPECIFIC MANAGEMENT**

Each Site Supervisor shall work an 8-hour duty day (not including lunch) whether working as a supervisor, controller or trainer. Each site-specific Maintenance Technician shall work an 8-hour duty day (not including lunch). The Site Supervisors may consolidate operating positions in the control tower only after considering activity and qualifications of the personnel involved. No less than two controllers shall be present for duty in a control tower, one of which must be the Controller in Charge (CIC). The use of PQ controllers to meet manning requirements may be used in towers although this creates a unique risk when managing rest breaks and other relief periods. Single Controller-in Charge (CIC) operations may be implemented during periods of low traffic density for no more than 60 minutes per shift to allow personnel adequate breaks. Contractor will integrate any assigned/qualified Military and Military Technician Controllers into the daily scheduling of controllers, but this in no way relieves the contractor of the responsibility to provide the required support IAW this PWS. Specific details for each ATC facility are as defined below:

**9.1 Location: Blackstone AAF, VA:** Contractor shall have a Site Supervisor who is a full-time supervisor. The supervisor shall normally work a Monday through Friday

schedule, 0800-1630 hrs, with 30 minutes for lunch. The Supervisor may be required to work some weekend days in which case compensatory time shall be programmed into the supervisor's schedule for the week of or the week following weekend duty. Maintenance technicians, if assigned, shall normally work the same schedule; however, the Site Supervisor can approve a flexible schedule where technicians begin earlier. The provisions for additional work hours applies to air traffic control and maintenance technicians as required and will respond as needed. Maintenance shall provide an "on-call" roster to the Site Supervisor for after duty hour contact if required. 9.1.1 The contractor shall provide flight following service, traffic density permitting. Flight following shall be conducted within the Ft Pickett boundaries for military fixed and rotary wing aircraft, within flight corridors and designated routes and altitudes, as directed by the Blackstone AAF SOP. Performance shall be according to the standards and mandatory directives herein and by mandatory directives listed in this section.

9.1.2 The Government reserves the right to curtail normally scheduled hours of operation. The contractor will be notified 24 hours in advance by the COTR that curtailed hours of operation are required. The majority of curtailed hours will occur on the second Wednesday, Thursday, Friday and Saturday of an Annual Training period after 1630 hours. Additional curtailed hours will depend upon weather conditions, airport closures, or training requirements.

9.1.3 The Government may reschedule the curtailed hours of operation at their discretion on weekends or weekdays or evenings. The contractor will be notified 48 hours in advance by the COTR that curtailed hours are rescheduled. Curtailed hours that are rescheduled may require ATC Services be provided until 0200 hours. Rescheduled weekend days will not exceed 8 hours of continuous ATC Services. The Government estimates there will be twelve (12) weekends scheduled for operation using the curtailed hours.

9.1.4 The contractor shall ensure sufficient personnel coverage to meet daily and peak operating hours of air traffic. Minimum staffing, for the tower, shall be established as two (2) air traffic controllers with qualifications, in accordance with TC3-04.81 and AR 95-2. No portion of ATC Service shall be curtailed or delayed due to the lack of qualified personnel.

9.1.5 Membership on Boards: The contractor shall provide a representative to the Ft Pickett Safety Council and Blackstone AAF (BAAF) Safety Council, and shall serve as technical advisor to accident investigation boards.

9.1.6 Control of Air Traffic. The contractor shall control air traffic on BAAF within a horizontal radius of four nautical miles from the center of the airport extending from the surface up to, but not including an altitude 3,000 feet above the airport elevation. The contractor shall provide traffic services to aircraft arriving and departing BAAF. These services shall be those of an Army control tower as specified in an Operations letter, Letter of Agreement or pertinent military directives. The contractor shall provide flight-following services to all aircraft that request it and all military aircraft operating within the Ft Pickett flight training area as depicted on the Ft Pickett Aviation Operations Map, IAW FM 3-04.81 and FAAO 7110.65, page 2-1-1, paragraph 2-1-1.

**9.2 Location: Bryant AAF, AK:** The current State contract for controller services at Bryant AAF will expire on 10 July 12. Accordingly, the initial period of this contract for Bryant AAF will begin 11 July 2012. Contractor shall have a Site Supervisor who is a full-time supervisor. The supervisor shall normally work a Monday through Friday schedule, 0800-1630hrs, with 30 minutes for lunch. The Supervisor may be required to work some weekend days in which case compensatory time shall be programmed into the supervisor's schedule for the week of or the week following weekend duty. Maintenance technicians, if assigned, shall normally work the same schedule; however, the Site Supervisor can approve a flexible schedule where technicians begin earlier. The provisions for additional work hours applies to air traffic control and maintenance technicians as required and shall respond as needed. Maintenance shall provide an "on-call" roster to the Site Supervisor for after duty hour contact if required. 9.2.1 The contractor shall provide flight following service, traffic density permitting. Flight following shall be conducted within the Ft Richardson boundaries for military fixed and rotary wing aircraft, within flight corridors and designated routes and altitudes, as directed by the Bryant AAF (BAAF) SOP. Performance shall be according to the standards and mandatory directives herein and by mandatory directives listed in this section.

9.2.2 The Government reserves the right to curtail normally scheduled hours of operation. The contractor will be notified 24 hours in advance by the COTR that curtailed hours of operation are required. The majority of curtailed hours will occur on the second Wednesday, Thursday, Friday and Saturday of an Annual Training period after 1630 hours. Additional curtailed hours will depend upon weather conditions, airport closures, or training requirements.

9.2.3 The Government may reschedule the curtailed hours of operation at their discretion on weekends or weekdays or evenings. The contractor will be notified 48 hours in advance by the COTR that curtailed hours are rescheduled. Curtailed hours that are rescheduled may require ATC Services be provided until 0200 hours. Rescheduled weekend days will not exceed 8 hours of continuous ATC Services. The Government estimates there will be twelve (12) weekends scheduled for operation using the curtailed hours.

9.2.4 The contractor shall ensure sufficient personnel coverage to meet daily and peak operating hours of air traffic. Minimum staffing, for the tower, shall be established as two (2) air traffic controllers with qualifications, in accordance with TC3-04.81 and AR 95-2. No portion of ATC Service shall be curtailed or delayed due to the lack of qualified personnel.

9.2.5 Membership on Boards: The contractor shall provide a representative to the Ft Richardson Safety Council and BAAF Safety Council, and shall serve as technical advisor to accident investigation boards.

9.2.6 Control of Air Traffic. The contractor shall control air traffic on BAAF within a horizontal radius of four nautical miles from the center of the airport extending from the surface up to, but not including an altitude 3,000 feet above the airport elevation. The contractor shall provide traffic services to aircraft arriving and departing BAAF. These services shall be those of an Army control tower as specified in an Operations letter, Letter of Agreement or pertinent military directives. The contractor shall provide flight-



following services to all aircraft that request it and all military aircraft operating within the BAAF flight training area as depicted on the BAAF Aviation Operations Map IAW FM 3-04.81 and FAAO 7110.65, page 2-1-1, paragraph 2-1-1.

**9.3 Location: Grayling AAF, MI:** The current State contract for controller services at Camp Grayling AAF will expire on 30 April 12. Accordingly, the initial period of this contract for Camp Grayling AAF will begin 1 May 2012. Contractor shall have a Site Supervisor who is a full-time supervisor. The supervisor shall normally work a Monday through Friday schedule, 0800-1630, with 30 minutes for lunch. The Supervisor may be required to work some weekend days in which case compensatory time shall be programmed into the supervisor's schedule for the week of or the week following weekend duty. Maintenance technicians, if assigned, shall normally work the same schedule; however, the Site Supervisor can approve a flexible schedule where technicians begin earlier. The provisions for additional work hours applies to air traffic control and maintenance technicians as required and shall respond as needed. Maintenance shall provide an "on-call" roster to the Site Supervisor for after duty hour contact if required.

9.3.1 The contractor shall provide flight following service, traffic density permitting. Flight following shall be conducted within the Camp Grayling boundaries for military fixed and rotary wing aircraft, within flight corridors and designated routes and altitudes, as directed by the GAAF SOP. Performance shall be according to the standards and mandatory directives herein and by mandatory directives listed in this section.

9.3.2 The Government reserves the right to curtail normally scheduled hours of operation. The contractor will be notified 24 hours in advance by the COTR that curtailed hours of operation are required. The majority of curtailed hours will occur on the second Wednesday, Thursday, Friday and Saturday of an Annual Training period after 1630 hours. Additional curtailed hours will depend upon weather conditions, airport closures, or training requirements.

9.3.3 The Government may reschedule the curtailed hours of operation at their discretion on weekends or weekdays or evenings. The contractor will be notified 48 hours in advance by the COTR that curtailed hours are rescheduled. Curtailed hours that are rescheduled may require ATC Services be provided until 0200 hours. Rescheduled weekend days will not exceed 8 hours of continuous ATC Services. The Government estimates there will be twelve (12) weekends scheduled for operation using the curtailed hours.

9.3.4 The contractor shall ensure sufficient personnel coverage to meet daily and peak operating hours of air traffic. Minimum staffing, for the tower, shall be established as two (2) air traffic controllers with qualifications, in accordance with TC3-04.81 and AR 95-2. No portion of ATC Service shall be curtailed or delayed due to the lack of qualified personnel.

9.3.5 Membership on Boards: The contractor shall provide a representative to the Camp Grayling Safety Council and GAAF Safety Council, and shall serve as technical advisor to accident investigation boards.

9.3.6 Control of Air Traffic. The contractor shall control air traffic on GAAF within a horizontal radius of four nautical miles from the center of the airport extending from the surface up to, but not including an altitude 3,000 feet above the airport elevation. The contractor shall provide traffic services to aircraft arriving and departing GAAF. These services shall be those of an Army control tower as specified in an Operations letter, Letter of Agreement or pertinent military directives. The contractor shall provide flight-following services to all aircraft that request it and all military aircraft operating within the Camp Grayling flight training area as depicted on the Camp Grayling Aviation Operations Map IAW FM 3-04.81 and FAO 7110.65, page 2-1-1, paragraph 2-1-1.

**9.4 Location: Guernsey AAF, WY:** Contractor shall provide a Site Supervisor who is a full-time supervisor. The supervisor shall normally work a Monday through Friday schedule, 0800-1630, with 30 minutes for lunch. The Supervisor may be required to work some weekend days in which case compensatory time shall be programmed into the supervisor's schedule for the week of or the week following weekend duty. Maintenance technicians, if assigned, shall normally work the same schedule; however, the Site Supervisor can approve a flexible schedule where technicians begin earlier. The provisions for additional work hours applies to air traffic control and maintenance technicians as required and shall respond as needed. Maintenance shall provide an "on-call" roster to the Site Supervisor for after duty hour contact if required.

9.4.1 The contractor shall furnish all personnel, labor, equipment, supplies, except as specified herein as Government furnished property, and services, necessary to provide Air Traffic Control Service for Camp Guernsey Airfield (CGAF) and the airspace within the designated CGAF Traffic Area. The contractor shall provide Air Traffic Control Service to aircraft arriving or departing CGAF, and provide additional services IAW Federal Aviation Administration (FAA) Order, 7110.65 page 2-1-1, paragraph 2-1-1. The contractor shall provide flight following service, traffic density permitting. Flight following shall be conducted within the Camp Guernsey boundaries for military fixed and rotary wing aircraft, with in flight corridors and designated routes and altitudes, as directed by the CGAF SOP. Performance shall be according to the standards and mandatory directives herein and by mandatory directives listed in this section.

9.4.2 Contractor may be required to provide additional on call air traffic control services from 0700-0200 hours. Contractor shall be notified 24 hours in advance by the COTR if additional hours of operation are required.

9.4.3 The Government reserves the right to curtail normally scheduled hours of operation. The contractor will be notified 24 hours in advance by the COTR that curtailed hours of operation are required. The majority of curtailed hours will occur on the second Wednesday, Thursday, Friday and Saturday of an Annual Training period after 1630 hours. Additional curtailed hours will depend upon weather conditions, airport closures, or training requirements.

9.4.4 The Government may reschedule the curtailed hours of operation at their discretion on weekends or weekdays or evenings. The contractor will be notified 48 hours in advance by the COTR that curtailed hours are rescheduled. Curtailed hours that are rescheduled may require ATC Services be provided until 0200 hours.

Rescheduled weekend days shall not exceed 8 hours of continuous ATC Services. The Government estimates there shall be twelve (12) weekends scheduled for operation using the curtailed hours.

9.4.5 The contractor shall ensure sufficient personnel coverage to meet daily and peak operating hours of air traffic. Minimum staffing, for the tower, shall be established as two (2) air traffic controllers with qualifications, in accordance with TC3-04.81 and AR 95-2. No portion of ATC Service shall be curtailed or delayed due to the lack of qualified personnel. All radio, intercom, landline transmission or telephone calls shall be answered within 30 seconds.

9.4.6 Membership on Boards: The contractor shall provide a representative to the Camp Guernsey Safety Council and CGAF Safety Council, and shall serve as technical advisor to accident investigation boards.

9.4.7 Control of Air Traffic. The contractor shall control air traffic on CGAF within a horizontal radius of four nautical miles from the center of the airport extending from the surface up to, but not including an altitude 3,000 feet above the airport elevation. The contractor shall provide traffic services to aircraft arriving and departing CGAS. These services shall be those of an Army control tower as specified in an Operations letter, Letter of Agreement or pertinent military directives. The contractor shall provide flight-following services to all aircraft that request it and all military aircraft operating within the Camp Guernsey flight training area as depicted on the Camp Guernsey Aviation Operations Map IAW FM 3-04.81 and FAAO 7110.65, page 2-1-1, paragraph 2-1-1.

**9.5 Location: Hammond Regional Airport, LA: *Hammond Regional will not initially be a funded task as the tower is being built and is not expected to be available until late in FY12.*** The contractor, will, however, plan to provide the required services upon availability of funds and the site will be priced for the period of performance as if it were funded. The Contractor shall have a Site Supervisor who is a full-time supervisor. The supervisor shall normally work a Monday through Friday schedule, 0800-1630, with 30 minutes for lunch. The Supervisor may be required to work some weekend days in which case compensatory time shall be programmed into the supervisor's schedule for the week of or the week following weekend duty. Maintenance technicians, if assigned, shall normally work the same schedule; however, the Site Supervisor can approve a flexible schedule where technicians begin earlier. The provisions for additional work hours applies to air traffic control and maintenance technicians as required and will respond as needed. Maintenance will provide an "on-call" roster to the Site Supervisor for after duty hour contact if required. 9.5.1 Two additional controllers will be provided to man the Commercial Tower in conjunction with other assigned full time Government controllers. The contractor shall employ qualified Air Traffic Controllers, IAW paragraph A.1.1.4 below, to accomplish all work required or assigned. One controller shall be physically present from 0800-1630 hours, 5 days per week. Contractor shall ensure sufficient personnel coverage to meet daily and peak operating hours of air traffic. The contractor shall provide controller qualification in accordance with TC3-04.81 and AR 95-2. No portion of the service shall be curtailed or delayed due to lack of qualified personnel. The contractor shall not hire off-duty (full-

time) DOD personnel or any other person whose employment shall result in a Conflict of Interest, in accordance with DOD 5500-7R, Joint Ethics Regulation for Department of Army Personnel.

9.5.2 Contractor may be required to provide additional on call air traffic control services from 0700-0200 hours. Contractor shall be notified 24 hours in advance by the COR if additional hours of operation are required.

9.5.3 The Government reserves the right to curtail normally scheduled hours of operation. The contractor will be notified 24 hours in advance by the COR that curtailed hours of operation are required. The majority of curtailed hours will occur on the second Wednesday, Thursday, Friday and Saturday of an Annual Training period after 1630 hours. Additional curtailed hours will depend upon weather conditions, airport closures, or training requirements.

9.5.4 The Government may reschedule the curtailed hours of operation at their discretion on weekends or weekdays or evenings. The contractor will be notified 48 hours in advance by the COR that curtailed hours are rescheduled. Curtailed hours that are rescheduled may require ATC Services be provided until 0200 hours. Rescheduled weekend days shall not exceed 8 hours of continuous ATC Services. The Government estimates there shall be twelve (12) weekends scheduled for operation using the curtailed hours.

9.5.5 The contractor shall ensure sufficient personnel coverage to meet daily and peak operating hours of air traffic. Minimum staffing, for the tower, shall be established as two (2) air traffic controllers with qualifications, in accordance with TC 3-04.81 and AR 95-2. No portion of ATC Service shall be curtailed or delayed due to the lack of qualified personnel. All radio, intercom, landline transmission or telephone calls shall be answered within 30 seconds.

9.5.6 Control of Air Traffic. The contractor shall control air traffic on Hammond within a horizontal radius of four nautical miles from the center of the airport extending from the surface up to, but not including an altitude 3,000 feet above the airport elevation. The contractor shall provide traffic services to aircraft arriving and departing Hammond Regional Airport. These services shall be those of an Army control tower as specified in an Operations letter, Letter of Agreement or pertinent military directives.

**9.6 Location: Himsel AAF, IN:** Contractor shall have a Site Supervisor who is a full-time supervisor. The supervisor shall normally work a Monday through Friday schedule, 0800-1630, with 30 minutes for lunch. The Supervisor may be required to work some weekend days in which case compensatory time will be programmed into the supervisor's schedule for the week of or the week following weekend duty. Maintenance technicians, if assigned, shall normally work the same schedule; however, the Site Supervisor can approve a flexible schedule where technicians begin earlier. The provisions for additional work hours applies to air traffic control and maintenance technicians as required and will respond as needed. Maintenance will provide an "on-call" roster to the Site Supervisor for after duty hour contact if required. The contractor shall furnish all personnel, labor, equipment, supplies, except as specified herein as

Government furnished property, and services, necessary to provide Air Traffic Control Service for Camp Atterbury, IN, Himsel Army Airfield (HAAF) and the airspace within the designated HAAF Traffic Area and R3401 Airspace.

9.6.1 The contractor shall provide Air Traffic Control Service to aircraft arriving or departing HAAF, and provide additional services IAW Federal Aviation Administration (FAA) Order, 7110.65 page 2-1-1, paragraph 2-1-1. The contractor shall provide, flight following service, traffic density permitting. Flight following shall be conducted in R3401 Area within established flight corridors, and at designated routes and altitudes, as directed by the HAAF Air Traffic and Airspace Officer (AT&A Officer) Performance shall be according to the standards and mandatory directives herein and by mandatory directives listed in this section.

9.6.2 Controller in Charge: The CIC shall be physically present at (HAAF) from 1000-1800 hours, Monday through Friday, except Federal Holidays as identified in Appendix 1 of this PWS. The CIC shall be responsible for the overall management and coordination of this contract and shall act as the central point of contact with the Contracting Officer's Representative (COR). When contract work is being performed at times other than described above, or when the CIC cannot be present, an equally responsible and qualified individual shall be designated to act for the CIC. The contractor shall employ adequate personnel to accomplish all work required by this contract.

9.6.3 Air Traffic Controllers: The contractor shall employ qualified Air Traffic Controllers, IAW this PWS, to accomplish all work required for this contract. The contract shall ensure sufficient personnel coverage to meet daily and peak operating hours of air traffic. The contractor shall provide controller qualification in accordance with TC3-04.81 and AR 95-2. No portion of the service shall be curtailed or delayed due to lack of qualified personnel.

9.6.4 Contractor shall be required to provide additional on call air traffic control services. This would usually occur on Friday night (1800-2230), Saturday (1000-2230) and Sunday afternoon (1000-1600) and would only occur one weekend a month for ten months of the year. Contractor shall be notified 24 hours in advance by the COTR if additional hours of operation are required.

9.6.5 The Government reserves the right to curtail normally scheduled hours of operation. The contractor shall be notified 24 hours in advance by the COTR that curtailed hours of operation are required. The majority of curtailed hours shall occur on Monday thru Friday. Additional curtailed hours shall depend upon weather conditions, airport closures, or training requirements.

9.6.6 The Government may reschedule the curtailed hours of operation at their discretion on weekends or weekdays or evenings. The contractor will be notified 7 days in advance by the COTR that curtailed hours are rescheduled. Curtailed hours that are rescheduled may require ATC Services be provided until 0200 hours. Rescheduled weekend days will not exceed 8 hours of continuous ATC Services. The Government estimates there will be ten (10) weekends scheduled for operation using the curtailed hours.

9.6.7 The contractor shall ensure sufficient personnel coverage to meet daily and peak operating hours of air traffic. Staffing for the tower shall be established as two (2) air traffic controllers with qualifications, in accordance with TC3-04.81 and AR 95-2 during Normal hours. Minimum staffing for the tower during evening and weekend hours is two (2) air traffic controllers. No portion of ATC Service shall be curtailed or delayed due to the lack of qualified personnel. All radio, intercom, landline transmission or telephone calls shall be answered within 30 seconds. Traffic count for calendar year 2002-2005 shown in Technical Exhibit 3.

9.6.8 Membership on Boards. Upon request, the contractor shall provide a representative to the INARNG Aviation Standardization Committee, the INARNG Airspace Management Committee, and shall serve as technical advisor to accident investigation boards.

9.6.9 The contractor shall be required to provide controller certification (control tower operator (CTO)) training for MOS qualified 15Q Air Traffic Control Operators utilizing the FAA approved CTO POI and the HAAF FTM. The contractor shall provide soldier's/trainee's unit a written monthly assessment of each assigned soldier's training progress using the Monthly Training Assessment form in Technical Exhibit 5. In coordination with the HAAF Commander, the contractor shall develop a monthly CTO Sustainment program. A monthly schedule shall be finalized by the second Friday of the previous month, so as to allow sufficient notification of the duty periods to affected soldiers. When training of military controllers is conducted, training and training records shall be in accordance with TC3-04.81.

9.6.10 During DOD exercise or increased levels of military alert, the contractor shall provide ATC services and when support is required by the HAAF Commander. The control tower shall be operational within two hours of initial contact. The contractor shall be compensated for work outside normal operations hours for services, IAW this paragraph, in an amount to be negotiated.

9.6.11 The contractor shall control air traffic on HAAF within a horizontal radius of five statute miles from the center of the airport extending from the surface up to, but not including an altitude 2,500 feet above the airport elevation; including that air space within the confines of R3401, but excluding the Class D limits of Columbus Municipal Airport (KBAK.) The contractor shall provide traffic services to aircraft arriving and departing HAAF. These services shall be those of an Army approach control tower as specified in an Operations letter, Letter of Agreement or pertinent military directives. The contractor shall provide flight-following (AIC) services to all aircraft that request it, as an additional duty IAW FAAO 7110.65, page 2-1-1, paragraph 2-11.

**9.7 Location: Miller AAF, Camp Ripley MN:** The contractor shall furnish all personnel, labor, equipment, supplies, except as specified herein as Government furnished property, and services, necessary to provide Air Traffic Control Service for Camp Ripley MN, Miller Army Airfield (MAAF) and the airspace within the designated MAAF Traffic Area and R4301 Airspace. The contractor shall provide Air Traffic Control Service to aircraft arriving or departing MAAF, and provide additional services IAW Federal Aviation Administration (FAA) Order, 7110.65 page 2-1-1, paragraph 2-1-1

during the hours of operation identified in paragraph 10 of this PWS. The contractor shall provide, flight following services, and traffic density permitting. Flight following will be conducted in R4301 Area, (for military fixed and rotary wing aircraft), within established flight corridors and at designated routes and altitudes, as directed by the MAAF Air Traffic and Airspace Officer (AT&A Officer) Performance shall be IAW the standards and mandatory directives herein and by the mandatory directives listed in this section.

9.7.1 Controller in Charge: The CIC shall be physically present at (MAAF) from 0800-1630 hours, Monday through Friday, with the exception of Federal Holidays as identified in Appendix 1 of this PWS. The CIC shall be responsible for the overall management and coordination of this contract and shall act as the central point of contact with the Contracting Officer's Technical Representative (COTR). When contract work is being performed at times other than described above, or when the CIC cannot be present, an equally responsible and qualified individual shall be designated to act for the CIC. The contractor shall employ adequate personnel to accomplish all work required by this contract. 9.7.2 Contractor may be required to provide additional on call air traffic control services. This would usually occur on Friday and Saturday flights and would only occur two weekends per month. Contractor shall be notified 24 hours in advance by the COTR of any additional flights requiring Non-Standard Duty hours of operation.

9.7.3 The Government reserves the right to curtail normally scheduled hours of operation. The contractor will be notified 24 hours in advance by the COTR that curtailed hours of operation are required. The majority of curtailed hours will occur on Monday, Tuesday or Wednesday after 1630 hours. Additional curtailed hours will depend upon weather conditions, airport closures, or training requirements.

9.7.4 The Government may reschedule the curtailed hours of operation at their discretion. The contractor will be notified 7 days in advance by the COTR that curtailed hours are rescheduled. Curtailed hours that are rescheduled may require ATC Services be provided 24 hours a day. Rescheduled weekend days will not exceed 8 hours of continuous ATC Services. The Government estimates there will be twenty-four (24) weekends scheduled for operation using the curtailed hours.

9.7.5 The contractor shall ensure sufficient personnel coverage to meet daily and peak operating hours of air traffic. Minimum staffing for the tower, shall be established as two (2) air traffic controllers per shift possessing qualifications, in accordance with TC3-04.81 and AR 95-2. No portion of ATC Service shall be curtailed or delayed due to the lack of qualified personnel. All radio, intercom, landline transmission or telephone calls shall be answered within 30 seconds.

9.7.6 Membership on Boards. The contractor shall provide a representative to the MNARNG Aviation Standardization Committee, the MNARNG Airspace Management Committee, and shall serve as technical advisor to accident investigation boards.

9.7.7 The contractor shall be required to provide controller certification training for MOS qualified 93c/15Q Air Traffic Operators. When training of military controllers is conducted, training and training records shall be in accordance with TC3-04.81.

9.7.8 The contractor shall provide ATC services during DOD exercise or increased levels of military alert and when support is required by the MAAF Commander. The control tower shall be operational within two hours of initial contact.

9.7.9 The contractor shall utilize the Camp Ripley MAAF Pre-accident Plan whenever the Air Traffic Control (ATC) facility is alerted to an aircraft emergency.

9.7.10 The contractor shall be responsible for operation airfield lighting during the hours that the tower is in operation. When tower is not in operation, contractor shall ensure that the lighting control is relinquished to MAAF Flight Operations. Airfield Lighting shall be operated IAW FAA Order 7110.65 and/or other appropriate directives.

9.7.11 The contractor shall monitor NAVAID equipment continuously during operational hours of the control tower and shall immediately notify the MAAF Airfield operations and COTR of any interruptions. During non-duty hours, NAVAIDS are monitored by the Camp Ripley Security. Any outages that require a NOTAM shall be coordinated with MAAF flight operations IAW AR 95-10 and existing operations letters.

9.7.12 The contractor shall telephonically report C-E equipment/NAVAIDS outages and mission failures to the COTR. When repair is completed or outage terminated, the COTR and AASF-FIG Flight Operations shall be telephonically notified of the time of restoration.

9.7.13 Scheduled interruption to NAVAIDS/C-E equipment. The contractor shall coordinate planned interruptions to NAVAIDS/C-E equipment with Airfield operations which must approve them prior to removing the facility from the air.

9.7.14 Advice and instruction to emergency aircraft being controlled by ATC may be relayed through contract tower controllers. However, if the information is extremely technical or if in the opinion of the MAAF Supervisor (after coordinating with contract controllers) technical representatives may utilize the frequency for direct transmission IAW TC3-04.81. These transmissions shall be limited to advice or assistance.

9.7.15 The contractor shall notify Minneapolis Center (via land line circuit), MAAF flight operations prior to opening and closing of tower operations. Tower clocks shall be checked and set with Minneapolis Center at the beginning of each shift.

9.7.16 Trainee controllers, both contractor and military, not facility rated in MAAF tower shall control aircraft only under the direct supervision of the trainer.

**9.8 Location: Muir AAF, PA:** Contractor will provide three fully qualified controllers for 40 hours a week and a Site Supervisor who is a full-time supervisor during the hours of operation identified in paragraph 10 of this PWS. The supervisor shall normally work a Monday through Friday schedule, 0800-1630, with 30 minutes for lunch. The Supervisor may be required to work some weekend days in which case compensatory time shall be programmed into the supervisor's schedule for the week of or the week following weekend duty. Maintenance technicians, if assigned, shall normally work the same schedule; however, the Site Supervisor can approve a flexible schedule where technicians begin earlier. The provisions for additional work hours applies to air traffic control and maintenance technicians as required and shall respond as needed.



Maintenance shall provide an "on-call" roster to the Site Supervisor for after duty hour contact if required.

9.8.1 Controller in Charge: The CIC shall be physically present at (MAAF) from 0800-1630 hours, Monday through Friday, with the exception of Federal Holidays as identified in Appendix 1 of this PWS. The CIC shall be responsible for the overall management and coordination of this contract and shall act as the central point of contact with the Contracting Officer's Technical Representative (COTR). When contract work is being performed at times other than described above, or when the CIC cannot be present, an equally responsible and qualified individual shall be designated to act for the CIC. The contractor shall employ adequate personnel to accomplish all work required by this contract. 9.8.2. Contractor may be required to provide additional on call air traffic control services. This would usually occur on Friday and Saturday flights and would only occur two weekends per month. Contractor shall be notified 24 hours in advance by the COTR of any additional flights requiring Non-Standard Duty hours of operation.

9.8.3 The Government reserves the right to curtail normally scheduled hours of operation. The contractor will be notified 24 hours in advance by the COTR that curtailed hours of operation are required. The majority of curtailed hours will occur on Monday, Tuesday or Wednesday after 1630 hours. Additional curtailed hours will depend upon weather conditions, airport closures, or training requirements.

9.8.4 The Government may reschedule the curtailed hours of operation at their discretion. The contractor will be notified 7 days in advance by the COTR that curtailed hours are rescheduled. Curtailed hours that are rescheduled may require ATC Services be provided 24 hours a day. Rescheduled weekend days will not exceed 8 hours of continuous ATC Services. The Government estimates there will be twenty-four (24) weekends scheduled for operation using the curtailed hours.

9.8.5 The contractor shall ensure sufficient personnel coverage to meet daily and peak operating hours of air traffic. Minimum staffing for the tower, shall be established as two (2) air traffic controllers per shift possessing qualifications, in accordance with TC3-04.81 and AR 95-2. No portion of ATC Service shall be curtailed or delayed due to the lack of qualified personnel. All radio, intercom, landline transmission or telephone calls shall be answered within 30 seconds.

9.8.6 Membership on Boards: The contractor shall provide a representative to the PAARNG Aviation Standardization Committee, the MNARNG Airspace Management Committee, and shall serve as technical advisor to accident investigation boards.

9.8.7 The contractor shall be required to provide controller certification training for MOS qualified 93c/15Q Air Traffic Operators. When training of military controllers is conducted, training and training records shall be in accordance with TC3-04.81.

9.8.8 The contractor shall provide ATC services during DOD exercise or increased levels of military alert and when support is required by the MAAF Commander. The control tower shall be operational within two hours of initial contact.

9.8.9 The contractor shall utilize the MAAF Pre-accident Plan whenever the Air Traffic Control (ATC) facility is alerted to an aircraft emergency.

9.8.10 The contractor shall be responsible for operation airfield lighting during the hours that the tower is in operation. When tower is not in operation, contractor shall ensure that the lighting control is relinquished to MAAF Flight Operations. Airfield Lighting shall be operated IAW FAA Order 7110.65 and/or other appropriate directives.

9.8.11 The contractor shall monitor NAVAID equipment continuously during operational hours of the control tower and shall immediately notify the MAAF Airfield operations and COTR of any interruptions. Any outages that require a NOTAM shall be coordinated with MAAF flight operations IAW AR 95-10 and existing operations letters.

9.8.12 The contractor shall telephonically report C-E equipment/NAVAIDS outages and mission failures to the COTR. When repair is completed or outage terminated, the COTR and AASF-FIG Flight Operations shall be telephonically notified of the time of restoration.

9.8.13 Scheduled interruption to NAVAIDS/C-E equipment. The contractor shall coordinate planned interruptions to NAVAIDS/C-E equipment with Airfield operations which must approve them prior to removing the facility from the air.

9.8.14 Advice and instruction to emergency aircraft being controlled by ATC may be relayed through contract tower controllers. However, if the information is extremely technical or if in the opinion of the MAAF Supervisor (after coordinating with contract controllers) technical representatives may utilize the frequency for direct transmission IAW TC3-04.81. These transmissions shall be limited to advice or assistance.

9.8.15 Trainee controllers, both contractor and military, not facility rated in MAAF tower shall control aircraft only under the direct supervision of the trainer.

## **10. ATC Basic Duty Hour Requirements: (all times local)**

(As published currently, but subject to change)

Blackstone AAF, VA (Closed for all Federal Holidays)	Monday – Friday	0800 1700 (9 hrs/day)
Bryant AAF, AK (Closed for all Federal Holidays)	Monday – Friday	0700 1730 (10.5 hrs/day)
Grayling AAF, MI (Closed for all Federal Holidays)	Monday – Friday Saturday – Sunday	0700 2300 (16 hrs/day) 0700 2300 (16 hrs/day)
Guernsey AAF, WY (Closed for all Federal Holidays)	Monday – Friday Saturday – Sunday	0800 1700 (9 hrs/day) 0800 1700 (9 hrs/day)
Hammond Airfield, LA (OPTION) (Closed for all Federal Holidays)	Monday – Friday Saturday – Sunday	0700 2300 (16 hrs/day) 0700 1700 (10 hrs/day)
Himsel AAF, IN (Closed for all Federal Holidays)	Monday – Friday Saturday – Sunday	0700 2300 (16 hrs/day) 0800 1600 (8 hrs/day)

Muir AAF, PA  
(Closed for all Federal Holidays)

Monday – Friday

0700 2300 (16 hrs/day)

Miller AAF, Camp Ripley, MN  
(Closed for all Federal Holidays)

Monday – Saturday

0600 1800 (12 hrs/day)

ARNG-AVO  
(Closed for all Federal Holidays)

Monday – Friday

0700 2000 (13 hrs/day)

## **11. Known Equipment and Programmed Changes/Upgrades**

Dates provided are anticipated equipment installations. Support requirements for site survey/site preparation by maintenance personnel will occur prior to the delivery dates. If New Equipment Training is provided by the Government, controller and maintenance personnel shall attend the training, as appropriate, as directed by the COTR in coordination with the Site Manager.

**A2-1. Blackstone AAF, VA: Upgrade of all tower radios to CM 300/350 UHF UT, CM 300/350 VHF, CM 300 VDR VHF Rx and Harris 117G Multiband Radios**

**A2-2. Bryant AAF, AK: Bryant is in the process of refitting its tower. Configuration and equipment list is still being formulated. Upgrade of all tower radios to CM 300/350 UHF UT, CM 300/350 VHF, CM 300 VDR VHF Rx and Harris 117G Multiband Radios**

**A2-3 Grayling AAF, MI : Upgrade of all tower radios to CM 300/350 UHF UT, CM 300/350 VHF, CM 300 VDR VHF Rx and Harris 117G Multiband Radios**

**A2-4 Guernsey AAF, WY: DBRITE and Upgrade of all tower radios to CM 300/350 UHF UT, CM 300/350 VHF, CM 300 VDR VHF Rx and Harris 117G Multiband Radios**

**A2-5 Hammond Airfield, LA: A control tower with 12-15 CM 300/350 UHF UT, CM 300/350 VHF, CM 300 VDR VHF Rx and Harris 117G Multiband Radios, STVS and DALR, 3d Qtr FY12**

**A2-6 Himsel AAF, IN: Upgrade of all tower radios to CM 300/350 UHF UT, CM 300/350 VHF, CM 300 VDR VHF Rx and Harris 117G Multiband Radios**

**A2-7 Muir AAF, PA: Upgrade of all tower radios to CM 300/350 UHF UT, CM 300/350 VHF, CM 300 VDR VHF Rx and Harris 117G Multiband Radios**

**A2-8 Miller AAF, MN - Upgrade of all tower radios to CM 300/350 UHF UT, CM 300/350 VHF, CM 300 VDR VHF Rx and Harris 117G Multiband Radios**

## **12. Common requirements**

Information contained in this paragraph is general in nature. More specific and site specific information is found in Paragraphs 9 – 11 of this PWS.

12.1 Contracting Officer Representative and Contracting Officer Technical Representative: The government shall establish a primary and alternate contracting officer representative (COR) for the management of the overall contract. The government shall establish a contracting officer technical representative (COTR) at each of the supported location. The contractors primary point of contact is the COR and the site supervisor's primary point of contact is the local COTR. The COR will be the primary fiscal manager for the government.

12.2 Monthly Contract Reports: The contractor shall provide to the COR a monthly contract report (MCR) not later than 21 days after the end of the preceding month. The MCR will contain, at a minimum, current contract fiscal status, significant accomplishments by site/location, pending travel, and other information as stipulated throughout this PWS. The format and delivery method of this report may be agreed upon between the COR and the Contractor. COTRs may also request local monthly reports.

12.3 Travel Request: Travel for this contract will be minimal. Travel request may be emailed directly to the COR by the contractor or through the appropriate COTR to the COR for final approval. Every effort shall be made by the contractor to ensure that COR travel approval is received at least two weeks (14 days) prior to the travel date. Each travel request will include a statement about the current fiscal status of the travel funds. Travel approval process is pursuant to the contractor's policy. The format and delivery method of this request may be agreed upon between the COR and the Contractor.

12.4 Employment Limitations: The Contractor shall not employ any person who is also a current employee of the United States Government, if that employment would create a conflict of interest. Additionally, the Contractor shall not employ any person who is a member of the Department of the Army, Department of the Air Force, Department of the Navy, Army National Guard (ARNG), Air National Guard or Air Force or Army Reserves (either military or civilian), unless that person seeks and obtains approval for employment in accordance with DoDD 5500-7, *Joint Ethics Regulation*. All military personnel are subject to deployment, activation or a permanent change of station on short notice. These abrupt absences could adversely affect the Contractor's ability to perform. Military personnel absence shall not constitute an excuse for failing to meet minimum manning requirements or for non-performance under this contract.

12.5 Documentation and Record Keeping: All documentation and record keeping requirements will adhere to applicable publications, company procedures, Army regulations, and Army publications. For those documentation and record keeping requirements which are specifically for the purposes of company business in support of this contract may be in accordance with (IAW) contract company policies. Those documentation and record requirement which are uniquely military (i.e., ATC training records, aviation traffic count, daily logs) must be completed, maintained, and managed IAW applicable Army regulations, publications, directives or FAA requirement. All records generated by the Contractor in support of the contract shall be kept for the life

of the contract. The Government, which includes the COR, Host Installation, and COTR shall have unrestricted access to these records upon request. If requested by the Government, all records pertaining to the contract shall be turned over to the Government at the end of the contract.

#### 12.6 Appearance, Access and Identification:

*12.6.1 Appearance:* All Contractor employees shall present a neat appearance and be easily recognized. This may be accomplished by wearing Contractor distinctive clothing, with company name visible. The Contractor is responsible for providing company clothing and badges.

*12.6.2 Badges:* Each contract employee, while on government property, shall wear an identification badge in such a manner that it is immediately discernable. The identification badge must contain, at a minimum, color photo, full name, name of contract company, and expiration date where the expiration date is the end day of the current contract period. The contract employee shall comply with local installation identification requirements in addition to those in this paragraph.

*12.6.3 Vehicle Identification and Decals:* All vehicles both contractor and personal display appropriate decals and identification according to local installation policies and regulations.

12.7 COMMON ACCESS CARD: Each employee in direct support of this PWS shall obtain an appropriate DoD Common Access Card (CAC). Lost or stolen CACs shall be immediately reported to the COTR and the identification card facility which services the contractor or local installation. The contractor shall include such information in the monthly contract report.

12.8 Website Access Requirement: Each contractor shall qualify for and have access to AKO, GKO, and ATSCOM reporting website as a contractor. Specifics may be coordinated between the COTR, COR and employees. Each employee will obtain an AKO email address. The contact information will be maintained per a method designated by the contractor and will maintain an updated list of contact information on the appropriate GKO portal as designated by the COR.

12.9 Contractor Vehicles: The need for the contractor to supply vehicles is not anticipated in support of this PWS. If a vehicle is deemed necessary and appropriately approved via the contracting officer, the following applies: the contractor's vehicle shall clearly display placards that indicate the vehicle is a contractor's vehicle and will contain appropriate contractor information such as company name. Placards will be clearly visible from the front, back, and both sides. Operations and lighting of contractors' vehicle on the airfield will be IAW local policies.

12.10 Contract Employee Use of Installation Non-Tactical Vehicles: Contractor is authorized to use installation non-tactical vehicles with approval of the local installation and if appropriately trained, licensed and insured.

12.11 Safety: The Contractor Site Supervisor shall be responsible for ensuring each site complies with all required safety procedures and that the Contractor develops a comprehensive safety program that incorporates a Risk Analysis (Composite Risk Management) program. This includes the use of local safety requirements, as a

minimum. Each Site Supervisor shall, during the first 30 days of the contract, conduct a safety inspection of facilities and equipment utilized by the Contractor; document the results of those findings, with a copy provided to the COTR. Government generated deficiencies shall be fixed by the Government at no cost to the Contractor. Procedures for controlling the Contractor's safety program shall be detailed in the Contractor's Quality Control Plan to include awareness of the local pre-accident plan. The Contractor is responsible to understand the local pre-accident plan, participate in training, participate in exercise of plan, and maintain reports and logs accordingly. The Contractor shall provide and fund all necessary personal protective equipment (PPE) required in the performance of the contract. This includes hearing, eye and body protection items.

**12.12 Contractor Document Production:** The contractor shall provide the following within 60 days of the start of the contract. Additional policies and documentation requirements are per the appropriate sections of this PWS:

***12.12.1 Work/Rest Policy:*** The contractor shall provide to the COR and each COTR their written work and rest policy. This policy will specifically establish the break policy for operators on position. This policy will specifically establish means of documenting work schedules to ensure compliance with the 40 hour work week and appropriate time off for rest. The COR will review the policy in conjunction with a qualified Army Aviation Safety Officer for adequacy. The policy will specifically establish a risk informed work rest cycle for periods of extended operations as established in the PWS or in the event of national or natural emergencies.

***12.12.2 Drug-Free Workplace Policy:*** The contractor shall provide a policy supporting the Drug-Free Workplace program (see ). Due to the critical nature of air/ground traffic control and maintenance, the government has a zero tolerance policy for controlled substance use. Any air traffic controller or maintainer found to be under the influence of a controlled substance shall be removed from this contract and replaced. This policy shall include a requirement for random testing within the limits of the law and Annex 1 of this PWS. Negative test results will be included in the monthly contract report. Positive test results will be immediately forwarded to the COR with the contractors proposed course of action. Appropriate privacy rules and regulation must be considered when forwarding any medical information. Testing will be at no cost of the Government.

***12.12.3 Records Management Policy:*** Within 60 days of starting the contract the contractor will present a record management policy to the COR. This record management will be a basic policy and include site specific annexes. Each site will perform the same basic records management with minor modification as required to each site's uniqueness. The policy will include those topics and areas as stated in the PWS.

**12.13 Training Records:** Each Site Supervisor shall maintain a complete file of site-specific training records on each employee. These records shall show that each employee has the necessary training to perform the duties in the positions they occupy. Minimum content for each employee's training record shall be; documented training for a facility rating (completed facility training guide), results of quarterly proficiency training and written tests, and any FAA directed training (GENOTs, etc), company or NGB

directed training. Each employees training record shall also contain, as a minimum, copies of their current CTO Certificate, current NWS Certificate, and current Physical Certificate (DA Form 4186).

#### 12.14 Contract Transition:

*12.14.1 Phase In Period:* If a new Contractor is awarded the contract, a Transition Period/Phase In of 30 days shall be authorized to allow the in-coming Contractor the time and opportunity to adequately prepare for the start of the contract. The incumbent Contractor shall allow the new Contractor full access to all aspects of the contract (excluding proprietary information) at each contract location. If the in-coming Contractor hires the existing work force, the in-coming Contractor cannot bill for any manpower services associated with the transition period. If the in-coming Contractor hires any new personnel, the Contractor can only bill for actual hours worked at the agreed upon hourly rate for services.

*12.14.2 Phase Out Period:* If required, the incumbent Contractor shall provide all manpower, materials, supervision and other items necessary to ensure a proper transition from the incumbent Contractor to the new Contractor for up to a 30 day period. That time being the last 30 days of the existing contract. The incumbent Contractor shall provide for unrestricted access (excluding proprietary information) and training of newly assigned personnel and proper supervision of incoming Contractor employees.

#### 12.15 General Personnel Requirements:

*12.15.1 Minimum General Qualification:* The Contractor shall provide all personnel necessary to perform all services required of this contract, starting on day one and lasting through the entirety of the contract. This includes Site Supervision, Air Traffic Control, Administration, and ATC Maintenance (where applicable). This includes meeting all site minimum-manning requirements. All Contractor employees shall be proficient in speaking, reading and writing in English. The COR will be provided resumes of potential employees for review and approval prior to being hired. Approval from the COR may be transmitted in via email to the contractor. The COR will have 7 business days to respond to the submitted resumes. If the COR does not respond or request an extension within the 7 business day period the selection is at the discretion of the contractor. Notification of selection will be forwarded to the COR.

*12.15.2 Employee Removal:* The Government is authorized to direct the removal from employment, under this contract, of any potential Contractor employee, who is identified as a potential threat to the health, safety, security and general well-being or operational mission of the installation and its population. This includes current contract employees whom the Government (NGB or Host Installation) does not want to be considered for employment under the new contract.

*12.15.3 Inclusion of Military and Military Technician Controllers:* The Contractor will integrate any assigned/qualified Military and Military Technician Controllers into the daily scheduling of controllers, but this in no way relieves the contractor of the responsibility to provide the required minimum support IAW this PWS



#### 12.16 Work Hours, Schedules, and Recall:

*Basic Hours:* Each individual person on this contract is limited to no more than 1920 hours per year. Overtime is not authorized (exception provide in Extended Hours of Operation section). Site specific coverage hours are identified in the Site Specific Requirements section above. Actual workday report and release times will be coordinated between the site supervisor and the COTR or other appropriate scheduling authority at each site. It may be necessary that controllers work weekends to support weekend training and other weekend requirements.

*12.16.1 Scheduling:* The site supervisor will provide a monthly schedule to the COTR two weeks prior to the start of the next month. Changes to the schedule shall be minimal and approved by the COTR. Scheduling and work hours shall be IAW the Work/Rest policy.

*12.16.2 Holidays, Sickness, and Vacations:* Holiday coverage may be necessary and planned accordingly. The contractor shall be prepared to maintain minimum personnel in the event of holiday coverage, sickness and vacations.

*12.16.3 Extended Hours of Operations:* It may be necessary to operate on extended hours due to such events as natural or national disasters. One Hundred (100) additional hours per site per year are programmed under this contract that must be approved for use by the COR thru the appropriate COTR on a time and material basis. Contractors shall separate this cost from the normal costing to meet the other requirements of this PWS.

Site Supervisors, who may be tasked with additional hours, shall comply with the request and submit an email to the COR identifying who initiated the request, the number of hours requested. The request should be submitted prior to requirement but no later than the day after the fact that the additional hours were completed. The COR will determine validity of request, and the transmit acceptance or declination to the Contractor within five (5) working days. Copies of correspondence shall be forwarded to NGB-AQ and the COR. This request process shall not be a detractor from true emergencies as established by the local installation commander or State Army Aviation Officer.

On extended hours, the air traffic or ground controller may work no more than 50 hours in any 7 day period. Extended hours for any one air traffic or ground controller may not exceed a 60 day period. Extended hours will be in compliance with the contractor work/rest policy.

*12.16.4 Recall:* The contractor shall provide to the COTR or local scheduling authority a recall list for the purpose of providing tower service outside of published operating hours. This list shall contain the names and phone numbers of tower controllers and maintenance personnel to be recalled. The list should specify the order personnel are to be called with instructions indicating that once the first person is notified it is the Contractor's responsibility to continue any recall necessary to provide needed tower manning. Each Site Supervisor/Lead Technician or designated representative shall be available, within one hour during normal weekday duty hours, to meet with Government or Airfield Management personnel and within four hours outside normal duty hours.

12.17 Personnel List: Shall provide a consolidated list of personnel supporting this contract at the start of the contract. The contractor shall keep this list current and immediately available to the COR and COTRs. The minimum information required on this list is: employee's name, date of hire, most recent urinalysis test date, date of medical clearance approval, Control Tower Operators (CTO) certificate date, date of initial weather observation training, and dates maintenance technicians received training on specific ATC and communication equipment. This list may be maintained on GKO through coordination with the COR.

12.18 Use of Alcohol: Contract employees must not perform nor supervise other controllers, or perform maintenance functions, while under the influence of alcohol or within twelve (12) hours of consuming any alcohol or within 12 hours of residual effects of alcohol. Use of over the counter medications to treat the symptoms of residual effects (i.e., taking acetaminophen for headache as a result of alcohol consumption) does not change the 12 hour period.

12.19 Use of Restricted Drugs and Blood Donor Participation: Personnel assigned to an operating position shall not use the types of drugs listed in FAA JO 7210.3, within a 24-hour period before assumption of duty. Personnel shall not be assigned to traffic control duties until at least 12 hours have elapsed after blood donation.

12.20 Quality Control: The Contractor shall establish, implement and maintain a complete and comprehensive Quality Control Plan (QCP) to ensure compliance with all aspects and requirements of the contract at all times. Daily Check lists will be maintained for 60 days. Training Programs will be documented and be made available for inspection by the Government. The Contractor QCP shall include an inspection system that covers all aspects of the contract and specifically covers every line item listed in this PWS's Service Delivery Summary (SDS). The QCP shall identify: an inspection schedule and an inspector who is responsible to do the inspecting, actions taken to correct any deficiencies found, and management steps necessary to ensure problem areas remain corrected. The QCP shall be submitted to the NGB Contracting Office (NGB-AQ) and the COR 30 days prior to contract start date. The Contractor QCP shall be reviewed by the Contractor annually, or more often as needed, and forwarded to NGB-AQ through the COR for approval following any changes.

12.21 Quality Assurance Evaluation: The Government shall initially provide an assigned COR who will act as a Quality Assurance Evaluator (QAE) and a COTR at each contract location, usually the Airfield Manager. The COR and COTR shall have unrestricted access to all facilities and Contractor generated records in support of the contract. The COR and COTR shall evaluate contractor's compliance with the contract through unannounced on-site spot checks, scheduled semi-annual site visits, personal observation, reviewing each sites air traffic control recordings, verbal questioning or review of Contractor generated records and feedback received from airfield authorities and customers. All contractor operations shall be subject to applicable government inspection including but limited to FORSCOM ARMS and ARNG Quality Assurance Evaluation. Applicability of an inspection shall be determined by the COTR and/or the COR. The contractor's operations shall be open to any and all applicable inspections and the contractor shall be required to correct any deficiency identified that is within their area of responsibility within 45 days unless granted extension after receiving a

written request stipulating the cause for extension. The COR may initiate a Contract Discrepancy Report (CDR) whenever non-compliance with the PWS, SDS or Contractor Technical Proposal is detected, observed or reported and validated through investigation. The COTR may initiate a CDR, but it shall be forwarded to the COR for official filing. Validated customer complaints are also grounds for a CDR to be issued to the contractor by the COR and/or COTR.

12.22 Performance Evaluation Meetings: The possibility of getting all parties together for meetings may be remote as there are multiple contract locations around the country, and limited COR/QAE resources. Contractor Site Managers/Lead Technicians may be required to meet annually, or engage in frequent telephone calls with the assigned COR, especially during the first few months of the contract. The Contractor may request telephonic conference calls between the Contractor, Airfield Manager, COR, COTR, QAE and/or Contracting Officer in instances where there are questions concerning clarification of the contract, updates on status of actions (hiring, maintenance, etc), a dispute about the contract or a Contract Discrepancy Report. Written minutes of these conference calls shall be provided by the Contractor and shall require a signature from the Contractor or from a person authorized to act for the Contractor. If the Government does not concur with the minutes, the Government shall state their non-concurrence. The assigned Contracting Officer Representative (COR) will then have ten (10) working days to provide the minutes and Government non-concurrence to the Contracting Officer for action.

12.23 Weather Observation: All contract controllers shall:

*12.23.1 Training:* Receive initial and semi-annual refresher training on weather observing procedures and practices. Training will be geared to geographic location and seasons where the controller works.

*12.23.2 METARS:* Take, record, and disseminate METAR observations.

*12.23.3 PIREPS:* Request, record and disseminate pilot reports (PIREP) IAW FAA JO 7110.65, Chapter 2.

*12.23.4 Weather Dissemination:* Locally disseminate any weather warnings, meteorological watch (METWATCH), Significant Meteorological (SIGMET) watch, Center Weather Advisories (CWA) or severe weather advisory (tornadoes, funnel clouds, water spouts, etc.) IAW FAAO 7900.5, Chapter 11; FAA JO 7110.65, Chapter 2 and local requirements.

*12.23.5 Sensors:* Operate all weather sensing and weather communication equipment IAW applicable directives. Monitor the weather sensing and disseminating equipment (including circuits) operational status, establish notification procedures for outages and log inoperable equipment on the tower Daily Report of Air Traffic Control Facility (Daily Log) on DA Form 3502 (an electronic version may be used) and notify ATC Maintenance.

*12.23.6 Procedures and Reports:* Establish alternate procedures for local and long-line dissemination of weather observations and PIREPs. Ensure all weather observations accomplished in the tower are recorded on the appropriate form.

12.24 Notice to airmen (NOTAMS): At airfields without an Airfield Manager/airfield staff to file/download NOTAMS, the Site Supervisor shall be responsible to ensure NOTAMS can be filed and downloaded for the airfield to which assigned. If the airfield does have staff to file NOTAMS, the appropriate airfield authority will be notified immediately when a situation arises that the Site Supervisor/CIC or Lead Technician feels a NOTAM is warranted. NOTAMS filed and recommended will be annotated in the Daily Log. At airfields which also give range status updates and restrictions, the CIC will ensure that statuses are recorded in the appropriate log. Restriction will be per appropriate range control and relayed to the aircraft appropriately. Observed deviation from restrictions will be immediately relayed to range control and if warranted the tower operator will call immediate check fire. The Site Supervisor will ensure a written procedure for recording and reporting range activities and restrictions is available. If not available, the Site Supervisor will advise the range officer to write the procedures. Failure to have written procedures is a cause for the Site Supervisor to reject acceptance of responsibility for aircraft operating on the range.

12.25 Instruction Files: Site Supervisors shall provide a recent information file and suitable ready reference files for each operating position. Checklists will be customized to reflect individual position responsibilities. Ready reference files shall include the following as a minimum: Airfield Diagram, Intersection-takeoff Diagram, Visibility Charts, Air Reporting Points, Emergency Procedures, Anti-Hijack Procedures, Facility Evacuation Procedures, Mishap Reporting Procedures, Disaster Preparedness, Bomb Threat, ESCAT procedures, and Alternate Communications.

12.26 Traffic Count: The Contractor shall be proficient in monthly reporting, dissemination and documentation of facility activity reporting, pages 1, 2 and 3 of DA Form 3479-6-R (referred to as the 6R). The Site Supervisor shall complete the 6R on the ATSCOM website NLT 5 duty days following the end of the month being reported.

12.27 Waivers: All waiver requests pertaining to Air Traffic Control (FAA JO 7110.65) or Facility Operation and Administration (FAA JO 7210.3), shall be sent from the Site Supervisor with comments and recommendations attached from the Airfield Manager/COTR to the QAE through the Contractor's office.

12.28 ATC Advice and Assistance: The contractor will provide advice and assistance for current air traffic control matters as they apply to day to day contract operations and facilities usage. Provide ATC and ATCALs briefings to responsible authority (TAG, SAAO, Installation Commander, Airport Management, Operations, and Safety when requested). Provide a copy of all briefings/reports to the COR. Advise military and civil airport management and, where required, locally assigned military aviation organizations, in preparation of airfield regulations, as they pertain to the respective paragraphs of this contract. Of particular importance are those directives that pertain to the air traffic control environment or have an impact on the Contractor's operation on the airfield, including those necessary to control the operation of vehicular and pedestrian traffic on runways and designated movement areas. Copies of all inputs and or changes submitted by the Contractor shall be provided to the assigned COR.

12.29 Flight Information Publications Review and Filing: Contractor shall review flight information publications (FLIPs) data pertaining to the airfield and ATC facilities and

notify the COR or civil airport management, in writing, of any errors or omissions. Each Site supervisor shall initial under the cover of all FLIP products received and reviewed. This certifies as validation that the new FLIPS were reviewed and have replaced outdated FLIPS.

12.30 State and Installation Operations Plans (OPLAN): Contractor shall establish a working relationship with the Installation planning authority and maintain unclassified OPLAN extracts applicable to ATC operations. Contractor shall provide certification thru the COTR to the COR to the contracting officer, within 30 days of contract start and or renewal; that all taskings contained in the OPLAN extract can be supported. New OPLAN extracts or revisions to existing procedures shall be added to the PWS only after the QAE/COR review and a determination has been made that the tasking falls within the scope of the PWS.

12.31 Operational Hazards: Per Annex of this PWS.

12.32 Airfield and ATC Communications: All radio, intercom, landline transmission or telephone calls shall be answered within 30 seconds.

*12.32.1 ATC Radio Frequencies:* The control tower, during operational hours, must monitor, transmit and receive capability on all frequencies published in the IFR/VFR Supplement or Airport Facility Directory, including emergency frequencies 121.5 and 243.0 MHz.

*12.32.2 Alternate Communications:* Site Supervisor shall establish interim or alternate communication procedures to use, if primary radios or land lines fail. Specify alternate communications procedures in an LOP.

*12.32.3 Unauthorized Use of an ATC Frequency:* shall be documented on the tower daily log and the Site Supervisor shall advise the Airfield Manager/COTR for corrective action. Corrective action may involve any level of civil or military airfield management.

*12.32.4 Authorized Messages:* Authorized Messages not directly associated with ATC services (Emergency Aircraft) may be authorized IAW FAA JO 7210.3, Chapter 3.

*12.32.5 Land Line Operations:* Control towers must have direct and reliable land line communications with adjacent terminal and enroute (as needed) air traffic control facilities and specified airfield/installation agencies/staff elements. Each telephone line and land line will terminate in a recorded communications key system in the control tower. A direct land line is a dedicated telephone circuit that terminates in two facilities only with no access available by another facility. Two digit ring lines between terminal and enroute facilities meet the above criteria.

*12.32.6 Primary Crash Alarm System (PCAS) and Secondary Crash Alarm System (SCAS) (Where available):* Operational checks of the PCAS circuits shall be accomplished and documented daily IAW local procedures. Testing of the SCAS will be IAW the Airfield Operations Manual. Garrisons/installations will provide the PCAS & SCAS telephone crash alarm systems. The PCAS will be two way capabilities only between the tower, base operations, fire, police and medical authorities only.

12.33 Communication Recordings:

*12.33.1 Recorded Records:* Retain all recordings, DAT tapes and cassettes for a minimum period of 45 days. Protect recorded records of aircraft mishaps or alleged deviations to the degree necessary to prevent unauthorized access IAW TC 3-04.81 for a minimum of six months. Recordings related to hijackings will be retained for three years. The Contractor will develop and maintain a facility memorandum outlining the procedures for changing, marking, loading, and securing recorded media, and for controller/maintenance responsibilities. If the recording device is not convenient to operating areas, the facility chief and the responsible maintenance chief shall develop a written agreement assigning this responsibility. It is imperative that all controllers and maintenance personnel are properly trained to check the recorder, change the recorded media, and perform preventive maintenance checks and services (PMCS). This training shall be noted in the training records. Controllers are required to monitor the quality of recordings. At the beginning of each shift, the controller in charge (CIC) shall ensure all recording channels are operating properly. The Contractor shall establish written procedures to ensure the recording quality is checked after all radio, recorder, or telephone equipment maintenance. These checks will be noted on DA Form 3502. At dual facilities, the ATC chief may designate one facility to make all tape changes and recorder checks. This facility will have the responsibility to document the results of tape changes and recorder checks on DA Form 3502. TC 3-04.81 will be complied with for specifics on recorded media equipment maintenance, configurations, checks, recorded media accountability and assignment of recorder channels.

*12.33.2 Recording Equipment Labels:* An identification number will be assigned and attached to each recorded media. At the beginning of each day, the number of the recorded media and the device number used to record will be entered on DA Form 3502. If it is necessary to change the recorded media during the shift, the reason for the change, the number of the recorded media removed, and the number of the recorded media and the device used to record will be entered on DA Form 3502 and the initials of the individual making the change.

*12.33.3 Digital Audio Legal Recorder (DALR):* As part of the NAS ATC modernization program, the digital voice recorder system (DVRS) is being phased out and replaced by the DALR system. The completion of installation, testing, and switchover will create an inability to playback any voice data retained from old media tapes/cassettes. Old media storage requirements remain in effect to satisfy retention directives. Any facility requiring the playback of DVRS media shall contact ATSCOM fixed-base systems division.

*12.33.4 Use of Recorders:* Contract controllers and maintenance personnel shall use the following information for configuring, certifying, maintaining, and operating DALR systems until the appropriate maintenance technical handbook(s) and technical instruction book(s) are distributed. Contractor will ensure:

- (a) Air traffic facilities record operational communications to the maximum extent practicable.
- (b) If combined positions are periodically split into individual positions, ensure they are recorded on separate channels, when so used.
- (c) Operational voice recorders are provided a time source.

(d) Recorders are used to monitor any position for evaluation, training, or quality control purposes.

(e) A facility memorandum, or LOA, identifying those personnel who have access to the DVRS/DALR system, their access privileges, and identify a systems administrator shall be developed. The intent of this memorandum is to ensure system security and the integrity of the media being recorded.

*12.33.5 Tape Recording Procedures:* The Contractor shall record all radio and land line transmissions from the control tower. All recordings shall be clear, audible and capable of reproduction. Positions, circuits and frequencies to be recorded shall comply with TC 3-04.81.

*12.33.6 Recording Custodial Control:* The Contractor shall maintain custodial control of all recordings and shall not release information contained therein, except to the QAE/COR, without prior approval of the NGB Public Affairs Officer. Prior coordination must have been completed through the QAE/COR prior to information release to any requesting agency.

12.34 Emergency and Emergency Locator Beacon (ELT): Response to activation shall be IAW FAA JO 7110.65, Chapter 10 and Airfield Operations Manual.

12.35 ILS Critical Areas/Precision Obstacle Free Zone (POFZ): Site Managers shall ensure ILS Critical Areas are protected (from other aircraft and vehicles) when the reported weather is below 800-foot ceiling and or two (2) miles visibility. Ensure the POFZ is clear of traffic (aircraft or vehicles) when an aircraft on a vertically-guided final approach is within 2 miles of the runway threshold and the reported ceiling is below 300 feet or visibility is less than 3/4 SM to protect aircraft executing a missed approach.

12.36 Airfield Lighting: The Contractor is responsible for turning on airfield lights IAW FAA JO 7110.65, Chapter 3. Local procedures may deviate for night vision device (NVD)/night vision lights-out aircrew training. The FAA has granted the Army a partial exception to the lighting requirements found in 14 CFR 91.209(a) and (b) in FAA Exemption No. 3946I, which contains specific requirements for these operations. Controllers must be trained on local policies and procedures for conducting ATC under reduced lighting or lights-out conditions. This training is a requirement in the facility training program and all controllers on duty must be fully trained prior to initiating night vision lights-out operations. The SL or CIC has the authority to terminate operations at any time (s)he feels the risk is too high due to experience of the controllers, aircrews and/or weather conditions. All airfields that conduct reduced lighting/lights-out operations will develop, in coordination with the Site Manager and Airfield Manager/COTR, the maximum number of aircraft allowed in the traffic pattern at one time while aircraft and/or airfield lights are reduced. See AR 95-2, for additional guidance.

12.37 ATC Light Guns (TC 3-04.81): The Contractor will insure a card listing the color codes and meanings attached to the back of each gun. Adjust each gun to give a red light when initially turned on. Signals will not beam through tower sun shades.

12.38 Runway Selection: Shall be IAW FAA JO 7110.65.

12.39 Wind Limitations on Control Towers: The base civil engineer and or civil airport management must make a structural evaluation of the control tower to determine the maximum wind velocity the tower will safely withstand. Site Manager shall ensure the evaluation becomes a permanent part of control tower records. Site Manager shall also include the maximum safe wind velocity and local tower evacuation procedures in the facility Standard Operating Procedures and included in the facility training program. Emergency exits will be clearly marked and emergency evacuations rehearsed.

### **13. ATC AND ATC COMMUNICATION EQUIPMENT MAINTENANCE INCLUDING ATCALS**

Contractor shall be responsible for the maintenance of all Government site specific equipment identified in Paragraph 11 of this PWS. Major and minor repair, corrosion control routines, scheduled and unscheduled maintenance, and preventive maintenance are terms describing categories of maintenance. Contractor shall maintain the equipment IAW AR95-2, TC 3-04.81, Technical Bulletins, equipment Technical Manuals (TMs) and FAA Orders and Notices.

13.1 Method of Maintenance Support: The Contractor will propose the most cost effective method to meet the Operational Readiness Rate (ORR) objectives. Fulltime maintainers at each location are not anticipated. The Contractor shall propose and cost the anticipated method to meet the objectives. At the discretion of the Contractor, Mobile Maintenance Support Teams (MMST) can be employed that service three (3) or more airfields as long as ORR can be met and maintained. The Contractor will demonstrate the cost advantage (if applicable) of an MMST versus part time (on call) maintainers. Repair parts and Shop Stocks used by the MMST will be funded/coordinated through the specific airfield host installation where items are used.

13.2 Operational Readiness Rates (ORR): All Government site-specific equipment identified in paragraph 11 of this PWS shall be maintained to meet the required ORR of 80% for ATCALS equipment and 75% for weather equipment. Outages that are caused by certain circumstances beyond the Contractor's control, i.e., Acts of God and parts acquisition time (if required) will not be used in calculating the ORR each month. Parts acquisition time is calculated based on the time the part was placed on order through supply until the time the part is delivered to the Contractor. The Contractor shall use the following formula to calculate ORR time: Total Required Operational Hours / total actual operating hours (TLRT-M as described in AR 750-1 is subtracted out of operational and total hours) expressed in percent (for all on-hand ATCALS). The Contractor shall report all down time of all systems monthly to the Airfield Manager/COTR.

13.3 Lead Technicians Requirement: Lead Technicians for maintenance require experience and qualification as stated in paragraph 5.4. Each Lead Technician and alternate shall complete a Contractor provided Lead Technician training program within 60 days of the start of the contract or date of hire as a Lead Technician/alternate. Each Lead Technician shall have the authority to act for the Contractor on all aspects of the contract.

13.4 Maintenance Technician: The Contractor shall provide all required maintenance personnel at their specified sites. There is no intent that each site has a full time Maintenance Technician, but ORR rates must be maintained. Maintenance personnel



shall have a minimum of three (3) years experience in ATCALS (ATC Radio, Meteorological, RADAR or Navigational Aids) equipment or a combination of the aforementioned skills. Maintenance activities shall either be confined to non-certification parameters or followed with the appropriate certification by a fully qualified system specialist.

13.5 Certification of ATC Systems: The contractor does not have the authority to certify or recertify ATC equipment under this contract. All ATC systems, subsystems, and equipment requiring certification IAW FAA orders or Army guidance shall be certified for use in the NAS. Repair and maintenance activities which require recertification must be recertified by one of the following appropriately authorized; military or military technician maintainer, Department of the Army Civilian, or FAA maintenance person. The contractor shall NOT recertify ATS equipment if repair or maintenance actions remove its certification.

13.6 Maintenance Training: The Contractor shall ensure ATCALS technicians maintain proficiency on their assigned equipment. Technician training records shall be maintained to show qualifications to perform work on assigned equipment. At times the Government may increase the amount of equipment at a specific site or change existing equipment. In that instance, the Government will arrange for technician training (either on site or at a formal school). Any new or replacement ATCALS systems installed that provide for onsite training will allow for and require the maintenance technicians to participate.

13.7 Maintenance Disruptions: Maintenance work that disrupts or affects the signal of ATCALS equipment in any way shall not be performed until the facility is formally removed from service.

13.8 CIC Approval for Maintenance: Maintenance personnel must get approval from the Controller-In-Charge (CIC) before transferring power or removing from service an ATCALS facility.

13.9 Tracking of parts and expenditures: The Contractor shall designate, in writing a person at each location to track parts replacement and fiscal information resulting in charges to the ARNG. This designee will be responsible to report fiscal information to ARNG budget officers. This information may be tracked via a GKO product to make it readily available to the COR and ARNG Budget Officer. Coordination between the Contractor and the COR to develop a GKO product and procedures is highly encouraged.

13.10 Flight Inspections: Contractor Site Managers shall coordinate with the Government's Airfield Manager or COTR to obtain the required flight checks of Government owned ATCALS systems. The COTR/Airfield manager will coordinate with the region Department of the Army Representative for FAA Flight Inspections. In addition to commissioning and periodic flight checks, specific flight checks shall be requested, IAW AR 95-2, anytime ATCALS are suspected to have a bearing on an aircraft mishap. The Contractor shall be responsible for the successful completion and any required documentation of flight inspections for Government owned and operated ATCALS facilities. The Contractor shall provide a copy of all flight inspection reports to the assigned QAE/COR.

13.11 Notification of Out of Tolerance Condition: The Contractor, when notified of an out of tolerance condition (either verbally or in writing) shall inform the CIC immediately and shall notify the Airfield Manager/COTR electronically or telephonically within two (2) hours. Contractor shall submit a written response to the Government Airfield Manager/COTR within twelve (12) hours, identifying facility deficiency and projected restoral action. The Contractor shall notify the same individuals when the system returns to service.

13.12 Equipment Change Control: The Contractor shall review programmed equipment changes for accuracy, assist the Government Airfield Manager/COTR, provide assistance or support to the Engineering Installation team and coordinate acceptance documents. A Government Airfield Manager/COTR representative shall provide the final signature for acceptance of completed installations. Current programmed equipment and/or facility upgrades are listed in Paragraph 11 of this PWS.

13.13 Equipment Accounting: The Contractor shall account for all equipment and equipment support items on the Installation and maintain a written log of reparable assets IAW local Installation Supply procedures.

13.14 Maintenance Schedule: The Contractor shall develop a preventive maintenance inspection (PMI) schedule using the applicable PMI work cards, locally developed PMI work cards, Technical Orders (TOs), Technical Manuals (TMs) and commercial manufacturer's repair manuals for each item of equipment listed in Paragraph 11 of this PWS. The master PMI schedule shall include all checks identified in the controlling documents and each check shall be accomplished at the specified interval. A copy of the master PMI schedule shall be provided to the assigned COR within 30 days of contract start and annually in October and/or at the beginning of the month for any changes in the monthly schedule due to new equipment or technical order procedure changes.

*13.14.1 Documenting Maintenance:* Equipment maintenance documentation shall be IAW Army maintenance procedures and equipment technical manuals as applicable. ATCALS Facility Books and a permanent equipment history file shall be maintained on all ATCALS.

*13.14.2 Maintenance IAW Appropriate Manuals and Publication:* The Contractor shall comply with applicable equipment Technical Manuals/Orders/Bulletins and applicable commercial and military manuals, concerning corrosion treatment of equipment and or facilities identified in PWS paragraph 3.1.3.

*13.14.3 Telephonic Request for Maintenance:* The Contractor shall provide sufficient technicians to respond telephonically to all ATCALS equipment failures or malfunctions within 1 hour during normal duty hours and (4) hours after normal duty hours. Maintenance required after normal duty hours shall be approved by the Airfield Manager/COTR. In some cases it may be best to wait until daylight or the next duty day to perform repairs due to level of risk and/or manpower, parts or equipment requirements. The issuance of a NOTAM will be required in the case of some non-functioning ATCALS. If the maintenance technician is not at the site where the malfunction occurs a determination will be made by the local COTR as to the critically of the problem and how it affects the operation of the ATC facility, and it will be determined

if the equipment can be shipped to ATSCOM, the site of the maintainer or whether the maintainer must travel to the site and when he will travel.

*13.14.4 Programming Equipment Maintenance:* The Contractor shall be responsible for the operations and maintenance of programmed equipment or facilities, as listed in Paragraph 11 of this PWS, at the start of the contract. The contractor shall establish a maintenance program that does not require a maintainer to be at every site and the scheduled non-daily maintenance shall be conducted by a traveling maintainer, in conjunction with the assigned controllers. Daily preventative maintenance shall be performed by the assigned controllers. Programmed equipment or facilities initiated after the start of the contract may be negotiated between the Contractor and NGB Contracting and COR to determine possible changes in the maintenance portion of the contract. When program actions require self-help installation, the Contractor shall be responsible for installation.

*13.14.5 Maintenance Manual Application to Contractor:* Manuals and publications which state "maintenance shall or maintenance responsibilities include" shall be the responsibility of the Contractor. These tasks may include, but are not limited to: Disassembling an old console, removing/replacing equipment from a console, moving equipment or equipment racks, and clean-up/turn-in of removed or excess equipment.

*13.14.6 Restoration/Repair Priorities:* The Contractor shall coordinate with military and civil airfield management in establishing equipment restoration and repair priorities and having priorities approved by the QAE/COR. Procedures for reporting ATCALS interruptions, malfunctions and priority restoral shall be published in an Airfield Operations Manual

13.15 Request for Tactical Unit Support for Maintenance Outages: The Contractor, when required, shall submit requests for tactical ATC resources (e.g., mobile control tower) to support long-term outages of equipment/upgrade. Those requests shall be submitted thru the Airfield Manager and COTR to the COR. Periodically ARNG ATS units will request to set up tactical equipment on the airfield to control traffic and train the tactical unit. The Contractor shall facilitate that process and encourage that activity by supporting the unit where possible.

13.16 Monthly Equipment Outage Report: The Contractor shall submit a monthly outage report to the COTR, no later than five duty days after the month is completed. The report shall contain the monthly ORR, respective outage date and time, return to service date and time, date and time parts were ordered (if necessary) and received. Additionally the Contractor shall indicate funds spent for respective outages, the source of the parts (DoD supply, private supplier) and what account was used. All monthly PMIs performed and or deferred (with provided rationale) shall also be documented. This information will also be included in the monthly contract report. The data for the ORR will be retained on GKO for all systems and airfields. The Contractor will work with the COR to configure an appropriate GKO process.

13.17 Configuration Control: The Contractor shall maintain configuration control of all ATCALS systems identified in Paragraph 11 of this PWS. All Government furnished equipment shall be maintained in a technical order complete status. No modifications or

changes to configuration shall be made to any equipment identified in Paragraph 11 without prior approval of the COR and COTR.

13.18 Maintenance Assistance: The Contractor may submit a maintenance assistance request to the COR thru the COTR when an equipment outage is caused by an Act of God, natural disaster, or catastrophic equipment failure that disables the equipment beyond the repair capability of the Contractor. Long-term equipment outages not reparable by contract maintenance shall be handled under the maintenance assistance request procedure with all costs borne by the Government. The Contractor must exhaust all internal maintenance capabilities before submitting requests; requests must be routed to the COR through the COTR.

13.19 Government Visiting Measurement Teams: The Government shall have the option to require the Contractor to perform ATCALS system test measurements for verification of system performance. The Government shall have the option to perform these test measurements using Government personnel and Government or Contractor test equipment. Contract maintenance personnel shall be present during these test measurements. If (during the test) the equipment is found not to be in compliance with applicable TOs and other directives, this may be cause for CDR action. Government evaluation teams may be asked to terminate the evaluation process if restoral action is required. The presence of Government personnel shall in no way diminish the Contractor's responsibility to provide the services specified in this PWS. This includes announced and unannounced ARMS/QAE inspections. During announced Government inspections, the Contractor Site Manager shall attend the In- and Out-briefings.

13.20 Product Quality Deficiency Report (PQDR) Program: The Contractor shall participate in the implementation of DoD policy for reporting product quality deficiency data as required by DoD Instruction 5000.2 (Defense Acquisition Management Policies and Procedures) and AR 702-7 (Product Quality Deficiency Report Program). This includes deficiencies in all items supplied as government-furnished property (GFP) or government owned property such as navigational aids. The Contractor is encouraged to submit Equipment Improvement Recommendations (EIRs). PQDRs and EIRs shall be submitted to the QAE/COTR.

13.21 Miscellaneous: The Contractor shall provide all necessary training materials, testing materials and tracking plans necessary for air traffic control, weather observing and ATCALS maintenance. Each Site Supervisor/Lead Technician shall maintain a record of all maintenance functions, (Preventive Maintenance and scheduled/unscheduled maintenance) and retain that record for the life of the contract.

#### **14. GOVERNMENT AND CONTRACTOR FURNISHED PROPERTY AND SERVICES:**

In this section the term Government applies to the Installation at each contract location. Each Installation shall provide the facilities necessary to accomplish the requirements of this contract. This can be done through direct ownership of the facilities or by way of the Airport Joint Use Agreement (AJUA) when it comes to non DoD owned facilities. Services shall be provided in the same way, either directly by the Installation or through the AJUA.

14.1 Radio Communications: The Government shall provide the portable radios necessary to communicate with FAA Flight Check aircraft at those locations having contract maintenance.

14.2 Government Furnished Facilities and Equipment: The Government shall make available the facilities and equipment identified at Paragraph 11 of this PWS without costs to the Contractor.

14.3 Government Furnished Computers and Software: The Contractor is responsible for maintaining Installation provided Automated Data Processing Equipment (ADPE) IAW local procedures. The Contractor shall maintain a current inventory of assigned ADPE equipment, participate in any accountability inspections by the Installation and make available, upon request, the detailed ADPE list for QAE inspection. It is the responsibility of each site to determine minimum (or none) ADPE equipment needed to support the contractor.

14.4 Government (Installation) Provided Services:

*14.4.1 Local Area Network (LAN):* Sufficient LAN connections to operate effectively as well as be able to obtain on line publications, orders, forms, technical manuals, FLIP, etc. is required in the performance of this contract.

*14.4.2 Telephones:* Class A and Defense Switched Network (DSN) capability. All non-Government billable calls shall be at the cost of the Contractor.

*14.4.3 Computers, Printers & Associated Software:* Two computers and one B/W printer per tower, management and maintenance (as applicable) with an Internet and LAN capable system, including all Installation upgrades. One scanner or printer/scanner per site. Additional system costs shall be at Contractor expense. No private or unauthorized software shall be added to a Government provided system(s). The Contractor shall utilize local documentation, to request any communications or computer actions from the COTR not covered by way of the Communications Customer Service.

*14.4.4 Utilities:* To include all items necessary for continuous tower/office operation. These include electric, gas, water, heat, cooling and backup power (for tower).

*14.4.5 Insect and Rodent Control:* As required by a Contractor Site Supervisor/Lead Technician or Installation inspection.

*14.4.6 Garbage and Refuse Collection:* As dictated by the Installation or owner of the Contractor occupied building. The Contractor shall empty trash daily. No additional burden on the Installation collection will be caused by this contract.

*14.4.7 Postal Installation Distribution:* To allow the Contractor to send and receive official mail. This service does not allow for the Contractor to use Government metered mail.

*14.4.8 Emergency Maintenance, Alteration, or Repair:* To be accomplished, as required, by the Installation or civil authority as outlined in the AJUA.

Telephonic or written requests regarding facility maintenance shall be made by the Contractor Site Supervisor/Lead Technician to the COTR. The Contractor Site

Supervisor/Lead Technician shall keep a written record of all maintenance requests and follow-up as necessary to ensure prompt action on all maintenance requests. If the facility is Government owned, the Contractor Site Supervisor/Lead Technician shall use the local DPW Work Request, if applicable, for all civil engineering type requests. Each Contractor Site Supervisor/Lead Technician shall keep a folder showing all work requests, both military and civilian.

*14.4.9 Security Police, Fire Department, and Medical:* Each Contractor Site Supervisor/Lead Technician shall post the appropriate emergency response numbers in conspicuous places within the work area and next to each phone.

**14.5 Supplies and Repair Parts:** The local Installation shall provide the Contractor: supply equipment, custodial/supply procedures training, and a supply account (so the Contractor can order necessary supplies through the Installation supply system at Government expense).

*14.5.1 Supply Discipline:* The Contractor shall establish a Supply Discipline Program. The program will address, but not limited to, the following areas: supplies/parts accountability; receiving and storage of supplies/parts; procedures to safeguard supplies/parts; turn-in or disposition of expendable, nonexpendable, durable, recoverable and irrecoverable items (AR 710-2). Items that will generate credits will be turned in within 30 days of removing the part from the associated equipment or within 30 days upon receiving the replacement part. Replacement parts shipping containers will be used to the maximum extent possible when turning in items. Turn-in credits shall be tracked and reported monthly to the COR.

*14.5.2 ATS Repair Parts Account and Funding:* The Government (local Installation) shall establish an account and fund (through NGB and ATSCOM, Area Maintenance Facility for all ATCALS systems parts. The Airfield DODAAC will be used to requisition parts and supplies. The COTR is responsible for ensuring NGB allocated funds are properly utilized in supporting the repair or upgrade of ATCALS per appropriate technical manuals, Modification Work Order (MWO), Technical Bulletin (TB) or safety/maintenance message. The contractor will designate in writing a person responsible for maintaining budget records of government provided funds for repair parts.

*14.5.3 Shop Stock List (demand supported stocks):* The Contractor shall establish an authorized Shop Stock List of Class II, III and IX spare parts per airfield approved by the COTR (AR 710-2, paragraph 2-23). Demand data shall be maintained and the list will be reviewed and approved semi-annually by the COTR. Stocks shall be inventoried quarterly. In a situation where a MMST is employed, the COR will approve the MMST Shop Stock List semi-annually.

*14.5.4 Bench Stock (unpredictably used consumables):* The Contractor shall establish an authorized Bench Stock List by airfield of Class II, III and IX (less components) items used by maintenance personnel at an unpredictable rate and approved by the COTR (AR 710-2, paragraph 2-24). Bench stocks consist of common hardware, wire, tubing, hose, ropes, gasket materiel, sheet metal, seals, oils, grease and repair kits. The Bench Stock List will be reviewed and approved semi-annually by the COTR. In a situation where a MMST is employed, the COR will approve the MMST Bench Stock

List semi-annually. Bench stock for ATCALS peculiar items should be provided segregated storage (bin dividers), by manufacturer, contract, lot number, source and date packed, when physical capabilities exist.

14.6 Equipment Safety and Maintenance Notification System: The Contractor shall track, manage, respond to and comply with all Modification Work Orders (MWOs), safety action messages and notifications affecting ATCALS and equipment used in the performance of duty. Notifications include safety of flight (SOF), safety of use (SOU), aviation safety action (ASA), ground precautionary action (GPA), maintenance action (MA), maintenance information (MI) messages, and Technical Bulletins (TBs) in accordance with AR 750-1 and DA PAM 738-751. Further the contractor employee shall comply with local hazard reporting requirements and participate, where appropriate, in local safety meetings. The Government may assign HAZLOG correction actions to the appropriate contract employee.

14.7 Property Accounting Requirements: All persons entrusted with Government property are responsible for its proper use, care, custody, safekeeping and disposition. Records must be maintained to show the location of the property and persons charged with its care and safekeeping. Army property will not be used for any private purpose. When Government property in the hands of a contractor is lost, damaged, or destroyed (LDD), FAR Part 52 "Solicitation Provisions and Contract Clauses" which prescribes a LDD process shall be followed (AR 735-5 paragraph 12). When Government property is reported missing, the COTR, primary hand receipt holder or the accountable officer should cause a preliminary investigation and search to be conducted to ensure the missing property is actually missing before an administrative process is initiated. LDD property shall be reported immediately to the COTR/COR. To obtain relief from property responsibility, follow the procedures in AR 735-5.

14.8 The Defense Reutilization and Marketing Office (DRMO): The Defense Reutilization and Marketing Office (DRMO) may be used to satisfy requests for property. Requests shall be submitted through the Host Installation PBO and SSA in coordination with the COTR.

14.9 Maintenance Contracts: IAW AR 710-2. Installations and NGB will control access of contractors to DOD material inventories. Host Installations establishing a contract that authorizes the Contractor use of Government Furnished Materiel (GFM) and access to the Department of Defense's supply system will comply with AR 725-50, chapter 16, to include setting up a Management Control Activity (MCA).

14.10 The Government (local Host Installation) is responsible for providing all facilities maintenance and upgrades necessary for the operation of each site. This includes site relocation, trenching, cable acquisition, and laying, installing adequate power and Heating, Ventilation and Air Conditioning (HVAC), land line and phone maintenance. The Government (local Host Installation) is responsible for all "allied support" items identified in any scheme or programmed equipment upgrade that will add new equipment or modify/upgrade existing equipment.

14.11 Contractor Furnished Items and Services: The Contractor shall furnish everything necessary to perform the requirements of this contract except for those services specifically stated to be Government furnished. The contractor is not absolved of

ensuring employees and locations of employment comply with applicable safety standards. Deficiencies which are inherently the result of employment shall be corrected with cost assumed by the contractor. Deficiencies noted with inherently government responsibility, as previously defined, will be address to the COTR for inclusion in the local installations correction process.

14.12 Facilities Maintenance/Housekeeping: Each Site Supervisor/Lead Technician shall maintain their facilities in a neat and orderly condition. As a minimum, the linoleum, tiled or wood floors shall be washed and waxed to not show any dirt build-up, etc. Carpeted floors shall be vacuumed and be free of dust and dirt. Windows shall be clean and window shades cleaned according to manufacturer specifications. Trash cans shall be emptied daily, and tower stairs swept at least weekly. Contractor controlled maintenance rooms shall show the same level of cleanliness and so shall all equipment maintained by the Contractor. Potentially hazardous cleaning routines that involve more than normal household practices, such as pressure washing buildings or cleaning of exterior control tower glass shall be accomplished by local Host Installation or civil authority. All facilities and equipment shall display a clean and well-maintained appearance and show no accumulation of dust, dirt or debris. Each Site Supervisor/Lead Technician is responsible for all light bulbs not considered emergency lighting.

14.13 Grounds Maintenance: Each Site Supervisor/Lead Technician shall participate in the installation snow/ice removal program. This may include removing snow/ice on walkways around the immediate work place facility. Snow/ice removal of runways, taxiways, ramps and parking lots is an Installation responsibility. Grass cutting and weed control is an installation responsibility. If, per the Installation Grass Cutting Program, tenants are required to cut grass within a short distance around the workplace, the Installation shall furnish all necessary equipment, supplies and personal protective equipment to the contractor. When the height of grass on the airfield exceeds six (6) inches, the Site Supervisor shall notify the Airfield Manager/COTR to have it cut. In the absence of an Airfield Manager/COTR, the Site Supervisor shall submit a work order to the Installation DPW.

14.14 Additional Internet: Any internet service or Local Area Network (LAN), beyond that which is provided by the Government, shall be at company expense.

14.15 Furniture: The Contractor shall provide all furniture necessary to perform all services required of this contract. This includes tower hi-chairs, chairs, desks, filing cabinets, etc. Furniture must be in a serviceable condition.

14.16 Binoculars: The Contractor shall provide two properly operating pairs of binoculars for each control tower in the contract.

14.17 Test Equipment: The Contractor shall provide all test equipment except Government furnished test equipment necessary to perform maintenance functions on all Government provided equipment. Within 60 days of contract start, and after the contractor has had a chance to inventory available government test equipment at each site, the contractor will provide a list of required test equipment to the COR. All test equipment shall meet minimum requirements for each item maintained and shall be calibrated per the Department of Army TMDE Calibration and Repair Support Program



(AR 750-1, AR 750-43 & TB 43-180). The Contractor is responsible, at Contractor expense, for ensuring calibration of all test equipment IAW the ARs and TB listed above. All test equipment must be kept in a ready state for maintenance operations. It is the responsibility of the Contractor to affect repairs on any unserviceable test equipment (Contractor or Government Furnished Property). Replacement of GFP under standard replacement programs will be worked through the QAE on a case by case basis.

NOTE: Some system specific test equipment is provided with certain equipment.

## **ANNEX 1: DRUG-FREE WORKPLACE**

**Drug-Free Workplace.** Contractor shall provide a drug-free workplace and develop a drug-free awareness program IAW AR 600-85.

### **4.5.1.**

(a) Definitions. As used in this clause—

“Controlled substance” means a controlled substance in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined in regulation at 21 CFR 1308.11 - 1308.15.

“Conviction” means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

“Criminal drug statute” means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, possession, or use of any controlled substance.

“Drug-free workplace” means the site(s) for the performance of work done by the Contractor in connection with a specific contract where employees of the Contractor are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance.

“Employee” means an employee of a Contractor directly engaged in the performance of work under a Government contract. “Directly engaged” is defined to include all direct cost employees and any other Contractor employee who has other than a minimal impact or involvement in contract performance.

“Individual” means an offer or/contractor that has no more than one employee including the offeror/contractor.

(b) The Contractor, if other than an individual, shall—within 30 days after award (unless a longer period is agreed to in writing for contracts of 30 days or more performance duration), or as soon as possible for contracts of less than 30 days performance duration will:

(1) Publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Contractor’s workplace and specifying the actions that will be taken against employees for violations of such prohibition;

(2) Establish an ongoing drug-free awareness program to inform such employees about—

(i) The dangers of drug abuse in the workplace;

(ii) The Contractor’s policy of maintaining a drug-free workplace;

(iii) Any available drug counseling, rehabilitation, and employee assistance programs;

and

(iv) Supervisory training to assist in identifying and addressing illegal drug use by Contractor employees;

(v) Provision for self-referrals as well as supervisory referrals to treatment with maximum respect for individual confidentiality consistent with safety and security issues, and,

(iv) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(3) Provide all employees engaged in performance of the contract with a copy of the statement required by paragraph (b)(1) of this clause;

(4) Notify such employees in writing in the statement required by paragraph (b)(1) of this clause that, as a condition of continued employment on this contract, the employee will—

(i) Abide by the terms of the statement; and

(ii) Notify the employer in writing of the employee's conviction under a criminal drug statute for a violation occurring in the workplace no later than 5 days after such conviction;

(5) Notify the Contracting Officer in writing within 10 days after receiving notice under subdivision (b)(4)(ii) of this clause, from an employee or otherwise receiving actual notice of such conviction. The notice shall include the position title of the employee;

(6) Within 30 days after receiving notice under subdivision (b)(4)(ii) of this clause of a conviction, take one of the following actions with respect to any employee who is convicted of a drug abuse violation occurring in the workplace:

(i) Taking appropriate personnel action against such employee, up to and including termination; or

(ii) Require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and

(7) Make a good faith effort to maintain a drug-free workplace through implementation of paragraphs (b)(1) through (b)(6) of this clause.

(c) The Contractor, if an individual, agrees by award of the contract or acceptance of a purchase order, not to engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance while performing this contract.

(d) In addition to other remedies available to the Government, the Contractor's failure to comply with the requirements of paragraph (b) or (c) of this clause may, pursuant to FAR 23.506, render the Contractor subject to suspension of contract payments, termination of the contract or default, and suspension or debarment.

(e) The provisions of this clause pertaining to drug testing programs shall not apply to the extent they are inconsistent with state or local law, or with an existing collective bargaining agreement; provided that with respect to the latter, the Contractor agrees that those issues that are in conflict shall be a subject of negotiation at the next collective bargaining session.

(1) Provision for identifying illegal drug users, including testing on a controlled and carefully monitored basis. Employee drug testing programs shall be established taking account of the following:

(i) The Contractor shall establish a program that provides for testing for the use of illegal drugs by employees in sensitive positions. The extent of and criteria for such testing shall be determined by the Contractor based on considerations that include the nature of the work being performed under the contract, the employee's duties, the efficient use of Contractor resources, and the risks to health, safety, or national security that could result from the failure of an employee adequately to discharge his or her position.

(ii) In addition, the Contractor may establish a program for employee drug testing—

- (A) When there is a reasonable suspicion that an employee uses illegal drugs; or
- (B) When an employee has been involved in an accident or unsafe practice;
- (C) As part of or as a follow-up to counseling or rehabilitation for illegal drug use;
- (D) As part of a voluntary employee drug testing program.

(iii) The Contractor may establish a program to test applicants for employment for illegal drug use.

(iv) For the purpose of administering this clause, testing for illegal drugs may be limited to those substances for which testing is prescribed by section 2.1 of Subpart B of the "Mandatory

Guidelines for Federal Workplace Drug Testing Programs” (53 FR 11980 (April 11, 1988)), issued by the Department of Health and Human Services.

(f) Contractors shall adopt appropriate personnel procedures to deal with employees who are found to be using drugs illegally. Contractors shall not allow any employee to remain on duty or perform in a sensitive position who is found to use illegal drugs until such time as the Contractor, in accordance with procedures established by the Contractor, determines that the employee may perform in such a position.

(g) The provisions of this clause pertaining to drug testing programs shall not apply to the extent they are inconsistent with state or local law, or with an existing collective bargaining agreement; provided that with respect to the latter, the Contractor agrees that those issues that are in conflict shall be a subject of negotiation at the next collective bargaining session.

## **ANNEX 2: OPERATIONAL HAZARD REPORTING**

The contractor shall participate in the airfield's Operational Hazard Report Program. An operational hazard is any condition, action or set of circumstances that compromise the safety of Army aircraft, associated personnel, airfields or equipment. Operational hazards should be corrected at the lowest level possible.

- a. Operational hazards include inadequacies, deficiencies, or unsafe practices pertaining to:
  - (1) Air traffic control (ATC).
  - (2) Airways and navigational aids (NAVAIDs).
  - (3) Controller procedures and techniques.
  - (4) Near mid-air collisions (NMAC) between aircraft or near collisions between aircraft and other objects in the air or on the ground.
  - (5) Aircraft operations.
  - (6) Weather services.
  - (7) Airfields and heliports facilities or services.
  - (8) Regulations, directives, and publications issued by Department of Defense (DOD) agencies or the Federal Aviation Administration (FAA).
- b. The operational hazard report uses DA Form 2696 to identify and report potential hazards to Army aviation. DA Form 2696 (Operational Hazard Report) RCS CSGPA 1633, is used to record information about hazardous acts or conditions before accidents occur. This form is available on the Army Publishing Directorate (APD) Web site (<http://www.apd.army.mil>).
- c. The OHR shall only be used to report hazards that affect aviation safety, not used to report alleged flight violations for punitive actions or misconduct.
- d. Any person (military or civilian) may submit an OHR. Site Supervisors/individuals shall submit OHRs to the Airfield Safety Officer, if assigned, otherwise the Airfield Manager/COTR.
- e. The Contractor shall ensure that procedures are established to manage OHR functions to insure each OHR received is quickly processed and appropriate corrective action taken. A copy of each OHR pertaining to air traffic control personnel, services, procedures

### **Annex 3: Quality Standards**

**A3-1. Functional Standards.** The quality standards for the missions listed below are specific as to what is considered acceptable work. These standards are as objective as possible so a “yes” or “no” decision on acceptable/unacceptable performance can be reasonably made by the COTR.

**A3-2. ATC Standards.** The COTR shall either, observe controller performance of required tasks, monitor ATC radio transmissions, review previous ATC tape recordings, or ask questions pertaining to required controller knowledge and proficiency. The standards for acceptable performance are noted with each QAE checklist item. Points will be taken away once during each observation period, tape review, and radio monitoring period showing or demonstrating unacceptable/sub-standard performance. When a total of five or more points have been deducted the performance level for that period is “unacceptable”

**A3-3. Weather Observer Standards.** COTR shall observe controllers taking weather observations, documenting results and disseminating results to the proper agencies. The QAE may also review previous weather report documentation for content and accuracy. Any weather observation not properly taken, documented and disseminated shall be grounds for an “unacceptable” observation.

**A3-4. Maintenance Standards.** The COTR shall periodically evaluate random checklist items to ensure the equipment is being maintained IAW equipment Technical Orders. COTR shall evaluate maintenance performance by observing maintenance perform equipment adjustments generated by scheduled PMIs or unscheduled outages and compliance with defined ATCALS systems uptime rates. All maintenance work shall be IAW applicable TOs, TIs, TCs, CEMIs and or commercial repair manuals. Repair or unscheduled PMI work not accomplished according to applicable manuals shall be considered “unsatisfactory.” Non compliance with defined ATCALS systems uptime rates is considered “unsatisfactory.”

**A3-5. Management Practices.** The COTR shall evaluate management compliance with the PWS by personal observation, review of the current documented Contractor QCP inspection(s), review of Service Delivery Summary compliance, and or review of any and all documentation generated in support of the contract. Those items and or actions not meeting PWS requirements shall be considered “unsatisfactory” and are subject to a possible CDR.

## **Annex 4: Publications**

This annex is provided for informational purposes only. The Contractor is not required to have all publications on hand but is required to have on hand any publications applicable to the operations and maintenance of equipment at each site. This includes Federal, FAA, DoD, and Army publications, regulations, technical manuals, technical bulletins, orders, forms and user manuals. Electronic versions are acceptable.

### **ARMY PUBLICATIONS**

Aeromedical Technical Bulletin, Department of the Army Civilian (DAC) and Civilian Contract Air Traffic Controller (ATC) Medical Examination Qualification Standards

AR 25-50, Preparing and Managing Correspondence

AR 25-52, Authorized Abbreviations, Brevity Codes, and Acronyms

AR 25-400-2, The Army Records Information Management System (ARIMS)

AR 40-8, Temporary Flying Restrictions Due to Exogenous Factors

AR 40-501, Standards of Medical Fitness

AR 95-1, Flight Regulations

AR 95-2, Airspace, Airfields/Heliports, Flight Activities, Air Traffic Control, and Navigational Aids

AR 95-10, Department of Defense Notice to Airmen (NOTAM) System

AR 95-11, Military Flight Data Telecommunications System

AR 95-23, Unmanned Aircraft System Flight Regulations

AR 95-27, Operational Procedures for Aircraft Carrying Hazardous Materials

AR 95-30, Participation in a Military or Civil Aircraft Accident Safety investigation

AR 115-10, Weather Support for the U.S. Army

AR 115-11, Geospatial Information and Services

AR 190-13, The Army Physical Security Program

AR 190-16, Physical Security

AR 190-51, Security of Unclassified Army Property (Sensitive and Nonsensitive)

AR 220-1, Army Unit Status Reporting and Force Registration-Consolidated Policies

AR 385-10, The Army Safety Program

AR 420-1, Army Facilities Management

AR 570-4, Manpower Management

AR 690-600, Equal Employment Opportunity Discrimination Complaints

AR 700-4, Logistics Assistance

AR 700-15, Packaging of Materiel

AR 700-18, Provisioning of U.S. Army Equipment

AR 700-82, Joint Regulation governing the Use and Application of Uniform Source Maintenance and Recoverability Codes

AR 700-127, Integrated Logistics Support

AR 700-138, Army Logistics Readiness and Sustainability

AR 700-142, Type Classification, Materiel release, Fielding, and Transfer

AR 702-7, Product Quality Deficiency Report

AR 702-7-1, Reporting of Product Quality Deficiencies within the U.S. Army

AR 710-1, Centralized Inventory Management of the Army Supply System

AR 710-2, Supply Policy below the National Level

AR 725-50, Requisition, Receipt, and Issue System

AR 735-5, Policies and Procedures for Property Accountability

AR 740-3, Stock Readiness

AR 740-26, Physical Inventory Control

AR 750-1, Army Material Maintenance Policy

AR 750-6, Army Equipment Safety and Maintenance Notification System

AR 750-10, Army Modification Program

AR 750-43, Army Test, Measurement, and Diagnostic Equipment

AR 750-59, Army Corrosion Prevention and Control Program

DA Pam 25-30, Consolidated Index of Army Publications and Blank Forms  
DA Pam 25-403, Guide to Recordkeeping in the Army  
DA Pam 385-10, Army Safety Program  
DA Pam 385-16, System Safety Management Guide  
DA Pam 385-30, Mishap Risk Management  
DA Pam 385-90, Army Aviation Accident Prevention Program  
DA Pam 420-11, Project definition and Work Classification  
DA Pam 700-32, Packaging of Army Materiel  
DA Pam 700-60, Department of the Army Sets, Kits, Outfits, and Tools  
DA Pam 700-142, Instructions for Materiel Release, Fielding, and Transfer  
DA Pam 710-2-1, Using Unit Supply System (Manual Procedures)  
DA Pam 710-2-2, Supply Support Activity Supply System: Manual Procedures  
DA Pam 738-751, Functional Users Manual for the Army Maintenance Management System – Aviation (TAAMS-A)  
DA Pam 750-1, Commander's Maintenance Handbook  
DA Pam 750-3, Soldiers' Guide for Field Maintenance Operations  
DA Pam 750-8, The Army Maintenance Management System (TAMMS) Users Manual  
DA Pam 750-43, Army Test Program Set Implementation Guide

FM 3-04.120, Air Traffic Services Operations  
FM 3-04.155, Army Unmanned Aircraft Systems Operations  
FM 4-04.240, Instrument Flight for Army Aviators  
FM 3-04.300, Airfield and Flight Operations Procedures  
FM 3-04.513, Aircraft Recovery Operations  
FM 3-52.3, Multi-Service Procedures for Joint Air Traffic Control  
FM 4-25.11, First Aid  
FM 5-19, Composite Risk Management  
FM 6-02.70, Army Electromagnetic Spectrum Operations  
FM 10-15, Basic Doctrine Manual for Supply and Storage  
FM 10-27-4, Organizational Supply and Services for Unit Leaders

STP 1-93C1-SM-TG, Soldier's Manual and Trainer's Guide, MOS 93C, Air Traffic Control, Skill Level 1  
STP 1-93C24-SM-TG, Soldier's Manual and Trainer's Guide, MOS 93C, Air Traffic Control, Skill Levels 2/3/4  
STP 9-91D12-SM-TG, Soldier's Manual and Trainer's Guide, MOS 94D, Air Traffic Control Equipment Repairer, Skill Levels 1 and 2  
STP 9-91D34-SM-TG, Soldier's Manual and Trainer's Guide, MOS 94D, Air Traffic Control Equipment Repairer, Skill Levels 3 and 4  
STP 9-94H14-SM-TG, Soldier's Manual and Trainer's Guide, Test, Measurement, and Diagnostic Equipment (TMDE) Maintenance Support Specialist, MOS 94H, Skill Levels 1-4

TB 11-6625-3263-25, Test Equipment Modernization (TEMOD) Program Guide and Replacement Lists, 2 December 2004.  
TB 43-0118, Field Instructions for Painting and Preserving Communications-Electronics Equipment, 15 June 1986.  
TB 43-0129, Safety Requirements for Use of Antenna and Mast Equipment, 15 June 1986.  
TB 43-0133, Hazard Controls for CECOM Radio Frequency and Optical Radiation Producing Equipment, 15 November 2000.  
TB 43-180, Calibration and Repair Requirements for the Maintenance of Army Materiel, 1 June 2010.  
TB 385-4, Safety Requirements for Maintenance of Electrical and Electronic Equipment, 1 July 2008.  
TB 750-25, Maintenance of Supplies and Equipment: Army Test, Measurement and Diagnostic Equipment (TMDE) Calibration and Repair Support (C&RS) Program, 7 October 2008.  
TB Med 523, Control of Hazards to Health From Microwave and Radio Frequency Radiation and Ultrasound, 15 July 1980.  
TB Sig 222, Solder and Soldering, 5 March 1985.



TC 3-04.81, Air Traffic Control Facility Operations, Training, Maintenance and Standardization.  
TM 5-811-3, Electrical Design: Lightning and Static Electricity Protection, 29 March 1985.

#### FEDERAL AVIATION ADMINISTRATION PUBLICATIONS

AIM, Aeronautical Information Manual

FAA Publications can be located at <http://www.faa.gov/library/>.

FAA Advisory Circular 70/7460.1, Obstruction Marking and Lighting.

FAA JO 1900.47, Air Traffic Organization Operational Contingency Plan, 22 October 2009.

FAA JO 6130.3, Maintenance of Flight Data Input/Output (FDIO) Equipment, 7 May 2009.

FAA JO 6191.3, Standard Terminal Automation Replacement System (STARS), 16 November 2006.

FAA JO 6310.19, Maintenance of Airport Surveillance Radar -9 (ASR-9), 1 February 1999.

FAA JO 6310.30, Maintenance Handbook for Airport Surveillance Radar, ASR-11 Facilities, 6 June 2007.

FAA JO 6310.9, Maintenance of Airport Surveillance Radar (ASR-7, ASR-7E5, ASR-7F, and ASR-8), 3 December 1990.

FAA JO 6360.1B, Maintenance of Air Traffic Control Beacon Interrogator (ATCBI) Equipment (Except ATCBI-5), 9 March 1979.

FAA JO 6360.14B, Maintenance of Air Traffic Control Beacon Interrogator (ATCBI-5) Equipment and Mode-S Collocated with Solid-State Radar Beacon Decoder (SSRBD), 1 August 1985.

FAA JO 6410.18, Maintenance of the Digital Bright Radar Indicator Tower Equipment (DBRITE), 4 October 1991.

FAA JO 6480.6, Maintenance of Air-to-Ground (A-G) Communications Facilities, 20 June 1990.

FAA JO 6580.5, Maintenance of Remote Communication Facility (RCF) Equipment, 18 June 2008.

FAA JO 6740.2, Maintenance of Nondirectional Beacons (NDB), 6 March 1989.

FAA JO 6750.49, Maintenance of Instrument Landing System (ILS) Facilities, 28 July 1999.

FAA JO 6670.13, Maintenance of Digital Voice Recorder (DVR) Equipment, 3 December 2008.

FAA JO 6770.2, Maintenance of 75 MHz Fan Marker (FM) Facilities, 5 June 1989.

FAA JO 6820.7, Maintenance of Navigational Aids, Facilities and Equipment- VOR, DVOR, VOR/DME, VORTAC, 21 January 2009.

FAAO 7110.1, Air Traffic Evaluation

FAA JO 7110.65T, Air Traffic Control, 11 February 2010.

FAA JO 7110.67, Special Aircraft Operations

FAA JO 7210.3, Facility Operations and Administration, 11 February 2010.

FAA JO 7210.56, Air Traffic Quality Assurance

FAA JO 7220.1, Certification and Rating Procedures for Department of Defense (DOD) Personnel, 20 October 2008.

FAA JO 7340.2, Contractions, 27 August 2009.

FAA JO 7350.8, Location Identifiers, 8 April 2010.

FAA JO 7400.2, Procedures for Handling Airspace Matters, 10 April 2008.

FAA JO 7610.4, Special Operations, 12 March 2009.

FAAO 6000.6B, Interagency Ground Inspection Guidance, 5 August 2005.

FAAO 6000.15, General Maintenance Handbook for NAS Facilities, 1 February 2010.

FAAO 6190.16, Maintenance of the Micro En Route Automated Radar Tracking System (MEARTS), 29 February 2008.

FAAO 6700.20A, Non-Federal Navigational Aids and Air Traffic Control Facilities, 11 December 1992.

FAAO 7900.5, Surface Weather Observing, 11 May 2001.

FAAO 8020.11, Aircraft Accident and Incident Notification, Investigation, and Reporting, 2 February 2010

FAAO 8020.16, Air Traffic Organization Aircraft Accident and Incident Notification, Investigation, and Reporting, 13 September 2005.

FAAO 8200.1, United States Standard Flight Inspection Manual (USSFIM), 1 October 2005.

FAAO 8240.41, Flight Inspection/Air Traffic On-Site Coordination Requirements, 1 October 2005.

FAAO 8260.15, United States Army Terminal Instrument Procedures Service, 2 February 2007.

FAAO 8260.19, Flight Procedures and Airspace, 16 September 2007.

FAAO 8260.3, United States Standards for Terminal Instrument Procedures, 12 November 1999.

FAA-STD-019E, FAA Standard, Lightning Protection, Grounding, Bonding, and Shielding Requirements for Facilities and Electronic Equipment, 22 December 2005

Federal and DoD FLIP Publications CFR Part 1

CFR Part 65

CFR Part 67

CFR Part 91

WSOSH8

JANAP 146E

Low/High Altitude Instrument Approach Procedures

Low/High Altitude Charts

IFR/VFR Supplements

Airport Facility Directory

Flight Information Handbook

Forms

DA Form 3501, GCA Operations Log

DA Form 3501-1, Precision Approach Radar (GCA) Data

DA Form 3502, Daily Report of Air Traffic Control Facility

DA Form 3503, Air Traffic Control Position Log

NOAA Form MF1-10C, Surface Weather Observations

FAA Form 7230-4, Daily Report of Facility Operation

FAA Form 7230-8, Flight Progress Strips

FAA Form 7230-10, Position Log

## **Annex 5: Terminology and Definitions**

### **A5-1. Definitions**

**Contract Discrepancy Report (CDR).** A report issued by QAE when Contractor non-compliance with the PWS is observed or reported. If substantiated, CDR action may result in a reduced invoice payment amount.

**Contracting Officer:** Located at NGB-AQ, Arlington, VA. A Contracting Officer is a person with the authority to enter into, administer, and or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the contracting officer acting within the limits of their authority as delegated by the contracting officer.

**Defective Service:** A service output that does not meet the standard of performance associated with it in the Service Delivery Summary.

**Equipment Maintenance:** includes all forms and levels of equipment upkeep from simple preventative maintenance and cleaning through complete inspection assembly repair, corrosion control, reassemble, adjustment, and calibration as applicable. It includes the repair and replacement of component parts and sub assemblies.

**Installation Status Report:** A report used to report the status of services at an airfield. Airfields are reported under ISR-Services (ISR-S) 900. Air Traffic Control services are reported under 900.D and ATC Maintenance services under 900.E.

**Performance Requirement:** The point that divides acceptable and unacceptable performance. The performance requirement is the Service Delivery Summary or PWS. Performance below these defined indicators could result in a Contract Discrepancy Report.

**Operational:** Performing to the standards listed in the applicable Technical Order/manual for that item of equipment

**Quality Assurance:** Those actions taken by the QAE to assure services meet the requirements of the PWS.

**Quality Assurance Evaluator/Evaluation (QAE):** A Government person responsible for surveillance and evaluation of Contractor performance.

**Quality Assurance Surveillance Plan (QASP):** An organized written document used for quality assurance surveillance. This document contains specific methods to perform surveillance of the Contractor.

**Quality Control (QC):** Those actions taken by the Contractor to control the performance of services so that they meet the requirements of the PWS.

**Quality Control Plan (QCP):** Contractor's detailed plan to administer all aspects of the contract.

**Scheme:** An approved engineering plan and or program for the installation, relocation, or removal of a facility or piece of equipment.

**Service Delivery Summary (SDS):** Identifies the key service outputs of the contract that will be evaluated by the QAE to assure service delivery summary standards are met by the Contractor.

**Site Manager:** The individual appointed by the Contractor to be responsible for the overall management of this contract at a specific site and who acts as central point of contact for the Government. At maintenance only location, is designated as Lead Technician.

**Unscheduled Maintenance:** Those unpredictable maintenance requirements not planned or programmed for but which require prompt attention and must be included in or substituted for previously scheduled workloads. This

includes compliance with immediate action, correction of discrepancies discovered during operation of equipment, and performance of repairs as a result of accidents and or incidents.

## **A5-2. Abbreviations & Acronyms**

**AIM:** Aeronautical Information Manual

**Airfield Manager:** The person responsible for the supervision and management of an airfield (civil or military).

**AJUA:** Airport Joint Use Agreement (between civil & military authority)

**AOB:** Airfield Operations Board: Provides a forum for discussing, updating and tracking various activities in support of the airfield mission.

**ATCALS:** Air Traffic Control & Landing Systems

**ATIS:** Automatic Terminal Information System

**C-E:** Communications-Electronics

**CA/CRL:** Custodian Authorization/Custody Receipt Listing

**CEMI:** Communications-Electronics Maintenance Instruction

**CIC:** Controller in Charge

**COR:** Contracting Officer's Representative

**COTR:** Contracting Officer's Technical Representative

**CSRD:** Communications Systems Requirements Document is now an I/NSS Requirements Document.

**CTO:** Control Tower Operator Certificate (FAA)

**DAT:** Digital Audio Tape

**DMA:** Defense Mapping Agency

**DoD:** Department of Defense

**DoDD:** Department of Defense Directive

**DVRS:** Digital Voice Recorder System

**ELT:** Emergency Locator Transmitter

**ETVS:** Enhanced Terminal Voice Switch

**FAA:** Federal Aviation Administration

**FAAO:** Federal Aviation Administration Order

**FAC:** Facility

**FCC:** Federal Communications Commission

**FDIO:** Flight Data Input/Output

**FIFO:** Flight Inspection Field Office

**FLIP:** Flight Information Publications

**FOD:** Foreign Object Debris

**FOIA:** Freedom of Information Act

**FOUO:** For Official Use Only

**FSDO:** Flight Standards District Office

**GENOT:** General Notice

**HVAC:** Heating, Ventilation, & Air Conditioning

**IAW:** In accordance with

**IDS:** Information Display System

**IFR:** Instrument Flight Rules

**ILS:** Instrument Landing Systems

**IPB:** Illustrated Parts Breakdown

**ISR:** Installation Status Report

**JO:** Joint Order

**LAN:** Local Area Network

**LAWRS:** Limited Aviation Weather Reporting Stations

**LOA:** Letter of Agreement

**LOP:** Local Operating Procedure

**MCCA:** Master Construction Cooperative Agreement

**METAR:** Meteorological Aviation Report

**MOA:** Memorandum of Agreement

**MOU:** Memorandum of Understanding

**NAVAID:** Navigational Aid

**NDB:** Non-Directional Beacon  
**NGB:** National Guard Bureau  
**NGB/AQ:** Office symbol for National Guard Bureau, Acquisitions  
**NGB/AQC-S:** National Guard Bureau Contracting Office  
**NOAA:** National Oceanographic and Atmospheric Administration  
**NOTAM:** Notice to Airmen  
**NWS:** National Weather Service  
**NON-FLY DLR:** Non-flying related Depot Level Repair  
**OHR:** Operation Hazard Report  
**OPLAN:** Operations Plan  
**PCAS:** Primary Crash Alarm System  
**PIREP:** Pilot Report of aviation weather phenomena  
**PMI:** Preventive Maintenance Inspection  
**QAE:** Quality Assurance Evaluator/Evaluation  
**R-ACD: Remote ARTS Color Display**  
**RIAC:** Rhode Island Airport Commission  
**RSRS:** Reduced Same Runway Separation  
**SAWRS:** Supplementary Aviation Weather Reporting Stations  
**SCAS:** Secondary Crash Alarm System **SIGMET:** Significant Meteorological Information  
**PWS:** Performance Work Statement **SL:** Shift Leader  
**STARS:** Standard Terminal Automation Replacement System  
**STVS:** Small Tower Voice Switch  
**SPECI:** Special Weather Report  
**SYSTEM:** For the purposes of this PWS, this term refers not only to the end item of equipment but also to associated equipment, accessories, and transmission cables necessary for the proper operation of the end item.  
**TACAN:** Tactical Air Navigation (UHF azimuth and distance)  
**TCTO:** Time Compliance Technical Order. The method of directing and instructing a change to an existing technical order and the equipment it covers.  
**TDW:** Tower Display Workstation  
**Technical Order Complete:** A condition whereby all material, components, accessories and hardware listed in the technical order as required for or supplied with a set are on hand and identifiable  
**TRD:** Tower Radar Display  
**UHF:** Ultra High Frequency  
**UTA:** Unit Training Assembly  
**VHF:** Very High Frequency.  
**VOR:** VHF Omni-directional Range

## **Annex 6: Aircraft Accidents and Incidents**

A6.1.Primary Crash Alarm System. The tower SL/CIC will immediately activate the PCAS and notification actions per the installation/airfield pre-accident plan following an aircraft accident. Once completed, the SL/CIC will notify the Site Manager.

A6.2.Pre-AccidentPlan. The Contractor shall ensure all towers have in place and rehearse a pre-accident plan with a checklist of priority actions.

### **A6.3. Actions Following an Aircraft Mishap**

A6.3.1 ATC. ATC shall continue to provide continuous safe, orderly, and expeditious movement of all air traffic operating under the jurisdiction of the ATC facility. In addition, ATC shall obtain accurate and complete information for investigations and safeguard all documents, strips and recordings.

A6.3.2 *Equipment*. When a facility, service, or navigational aid (NAVAID) is suspected to have been involved in an aircraft accident or incident, ATC must inform the Airfield Manager/COTR immediately. When an accident or incident involves, or is suspected to have involved, radar equipment/displays, the facility will discontinue radar service and using the equipment. The QAE/COR, Site Manager and ATCALS maintenance will determine if equipment performance and alignments are within specifications when a facility or navigational aid is suspected of being involved in or contributing to an aircraft mishap/incident. The QAE/COR, Site Manager and ATCALS maintenance, will determine whether or not to withdraw a facility from service. If equipment is suspect an official flight inspection will be requested. The suspect facility will be returned to operation only after completion of a successful flight inspection.

A6.4. Information Release: No personnel may give interviews, make statements, or release any written or recorded information to news agencies or unauthorized personnel or organizations. Information on an aircraft accident, incident, or alleged violation of any kind will not be released outside official Army channels without approval from the commander, United States Army Aeronautical Services Agency (USAASA). The identity of personnel involved will be treated as restricted information. The installation commander may approve the release of information to Army organizations and Army press releases after consultation with the NGB Public Affairs Office (PAO) and the Staff Judge Advocate (SJA).

A6.5.The Site Manager must remove any controller from ATC duties pending an FAA flight surgeon's evaluation if the QAE/COR determines the controller contributed to a mishap and or questions the controller's capability to control traffic. The QAE/COR has the authority to require the controller, through the Site Manager, to submit to a drug urinalysis test or blood alcohol test.

A6.6.Retaining Records: The Site Manager shall file and maintain official copies of written and recorded records pertinent to an alleged flying incident, aircraft mishap and or hazardous air traffic incident IAW TC 3-04.81. The Site Manager is the official custodian for all DAT tapes, cassettes and data extraction disk recordings.

## **APPENDIX 1: Recognized Holidays**

### **A1-3. Federal Holidays.**

New Years Day	January 1 <sup>st</sup>
Martin Luther King Jr. Day	3 <sup>rd</sup> Monday in January
Presidents Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 <sup>th</sup>
Labor Day	1 <sup>st</sup> Monday in September
Columbus Day	2 <sup>nd</sup> Monday in October
Veteran's Day	11 <sup>th</sup> of November
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Christmas Day	25 <sup>th</sup> of December

NOTE: Some regional Department of Labor Standards allow for holidays beyond the Federal Holidays. The above listed work schedules shall be only IAW the 10 Federal Holidays





## APPENDIX 2: Air Traffic Control Liability Insurance Requirements

Air Traffic Control Liability Insurance—This Insurance is in addition to the requirements of FAR Clause 52.228-5 (Insurance—Work on a Government Installation) as detailed in Section H-12.

<b><u>Type of Insurance:</u></b>	<b><u>Minimum Amount:</u></b>
Aviation operation Insurance.....	\$ 10,000,000.00 each occurrence
Comprehensive General Liability to Include Bodily Injury, and Property .....	\$ 10,000,000.00 each occurrence
Products Completed Operations Aggregate Limit .....	\$ 10,000,000.00 each occurrence
Personal Injury and Advertising Injury Aggregate.....	\$ 10,000,000.00 each occurrence
Each Occurrence.....	\$ 10,000,000.00
Fire Damage Any One Fire .....	\$ 50,000.00 each occurrence
Medical Expense Any One Person .....	\$ 1,000.00 each occurrence

The insurance coverage referenced above exclusively means coverage for personal injury and/or property damage resulting from Air Traffic Control Operations at each location.

It is a condition of the contract that the policy provider shall furnish written notification to the Army National Guard, Contracting Officer and the Contracting Officer's Representative thirty (30) calendar days in advance of the effective date of any changes to include, reduction in coverage or cancellation of policy.

The contractor shall furnish true copies of the liability policies and/or Certificates of Insurance, to include any manually countersigned endorsement of any changes, including the ARNG's contract number to ensure proper filing of documents. The insurance shall be effective and evidence of acceptable insurance furnished within five (5) calendar days after award. Furthermore, evidence of policy renewal shall be furnished not later than ten (10) calendar days prior to policy expiration.

The maintenance of insurance coverage as identified in Appendix 2 of this PWS shall be a continuing obligation and the lapse or termination of insurance coverage without replacement coverage being obtained first may be grounds for termination for default under the terms and conditions of the contract.